Everyday Mathematics®
Online Benchmark Assessments User's Guide

Welcome *Everyday Mathematics* User!

Thank you for purchasing the *Everyday Mathematics* program. As part of your purchase of the Classroom Resource Package or Deluxe eSuite, you have access to the *Everyday Mathematics* technology materials.

One of the applications available to you and your students is the Online Benchmark Assessments. Online Benchmark Assessments is an online tool that allows you to administer quarterly benchmark assessments online for grades 1-6. Once assigned, students can take the multiple-choice assessments online or via paper-and-pencil. If taken online, the system automatically scores the assessments and produces instantaneous reports on student performance, giving you the opportunity to pinpoint student weaknesses and intervene if necessary. The table below outlines the appropriate times in the curriculum when you may want to administer these benchmark assessments to your students.

Grade	Beginning-of-Year Assessement or Grade 1 My First Math Test	Quarter 1 Assessment	Quarter 2 or Mid-Year Assessment	Quarter 3 Assessment	Quarter 4 Assessment	End-of-Year Assessement
1	first month	n/a	after unit 5	n/a	n/a	after unit 10
2	first month	n/a	after unit 6	n/a	n/a	after unit 12
3	first month	after unit 2	after unit 5	after unit 8	after unit 11	after unit 11
4	first month	after unit 3	after unit 6	after unit 9	after unit 12	after unit 12
5	first month	after unit 3	after unit 6	after unit 9	after unit 12	after unit 12
6	first month	after unit 2	after unit 5	after unit 7	after unit 10	after unit 10

Note: the Quarter 4 Assessments cover content taught over the last three units of the *Teacher's Lesson Guide,* for grades 3–6. The End-of-Year Assessment covers a sampling of content taught throughout the entire year in the grade level.

This User's Guide is a handbook that summarizes the different features and functionalities of how to use this assessment platform. Please note that not all features and functionalities are enabled for your *Everyday Mathematics* product as this platform is used among several McGraw-Hill programs.

Assessment Tool

User's Guide

Mc Graw Hill CTB
HELP THE TEACHER HELP THE CHILD

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Chapter 1: Getting Started

Managing Access Within the Assessment Tool

Every educator is assigned one or more roles within the hierarchy level in the system. This means the educator has access to information at the level assigned in the hierarchy and below. The following is a list of hierarchy levels:

- District
- School
- Class

There are four roles defined within the assessment tool, as listed below:

- District Administrator
- School Administrator
- Teacher
- Student

Each role is assigned permissions which define what functions the user can perform. The system is set up with default permissions for each role. Permissions associated with a role are applicable to the hierarchy level with which the user is associated, and all the levels below it, meaning a school administrator can see everything that is going on at his or her school. The table below is a summary of the default functionality and the eligible hierarchy levels that can be assigned to each role.

Role	Default Permission	Applicable Hierarchy Levels
District Administrator	• Upload scanned results • Generate files for scanning • View reports • Assign assessments • Assign/preview instructional resources • Print/view assessment materials • Score constructed responses • Create/assign/share custom tests • View assignment status	District
School Administrator	• Upload scanned results • Generate files for scanning • View reports • Assign assessments • Assign/preview instructional resources • Print/view assessment materials • Score constructed responses • Create/assign/share custom tests • View assignment status	School

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Role	Default Permission	Applicable Hierarchy Levels
Teacher	• View reports • Assign diagnostic assessments • Assign/preview instructional resources • Print/view assessment materials • Score constructed responses • Create/assign/share custom tests • View assignment status	Class
Student	• View Student Progress Reports	No level associated

Log In

To access the assessment tool, log in to your program's website. Some users may need to click an "assessment" tab or button to enter the assessment tool.

As described previously, the assessment tool allows access to features based on the user role assigned to you. Users having more than one assigned role (School Administrator and Teacher, for example) who want to change their access to the other role must log out of the assessment system and log in again, using the login and password associated with their other role.

Assistance and Support

Support is available via phone or online as follows.

Phone: 1-800-678-2747 (Monday through Friday 8:00 a.m. to 6:00 p.m. Eastern)

Website: http://www.epgtech.com/contact/index.html

Exploring the Home Page

The Home page is the first page you see when accessing the system. It is your starting point for navigating through the assessment tool.

Structural elements on the Home page that are common to all the pages in the system are described below:

The **Header** contains global navigation and login information. Global Navigation contains the following links:

- **Home** returns you to the Home page. If you lose track of where you are in the system, you can always click Home.
- **Logout** is for security. Always log out of the system when you are not actively using it. The system will automatically log you out after 10 minutes if there is no activity.

The **Main Navigation Menu** is located on the left side of the page. It displays clickable links to the functional areas within the system. Each menu item contains submenu items. The item that is selected is highlighted. Your role and permissions

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determine which functionality you will have access to. The Main Navigation may contain the following links:

- **Tests** - allows educators to schedule and assign assessments, view/print assessment materials, view assignment status, create, assign and share custom test, upload scan results and enter offline responses, and create self-authored items for use on custom tests.
- **Reports** - allows educators to view system reports.
- **Instructional Resources** - allows educators to assign and preview instructional resources and view completion status.

The **Content Area** is the part of the page below the header and to the right of the main navigation menu. It contains the application content, which changes depending on the functional area in which you are working.

The **Footer** contains the copyright.

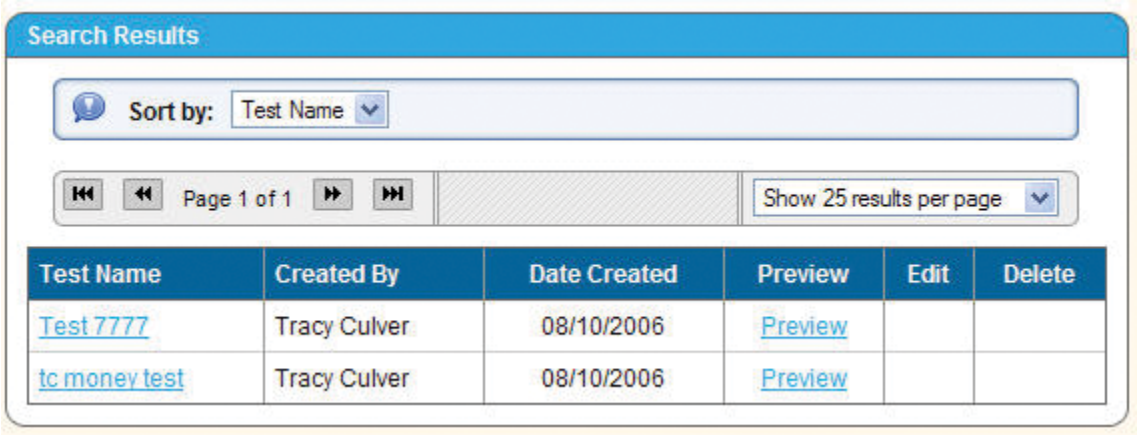
Common Interface Elements

Below is a list of interface elements that are common across many of the functional areas in the system.

Search Result Tables

Search results are not visible until the user clicks the button which retrieves the results. Elements common to these tables include:

- **Sorting:** Above the table is a drop-down box that allows the user to sort by the selected column name.
- **Paging:** If the search results are more than the minimum specified, paging buttons will be displayed. Users can select how many results to show per page.



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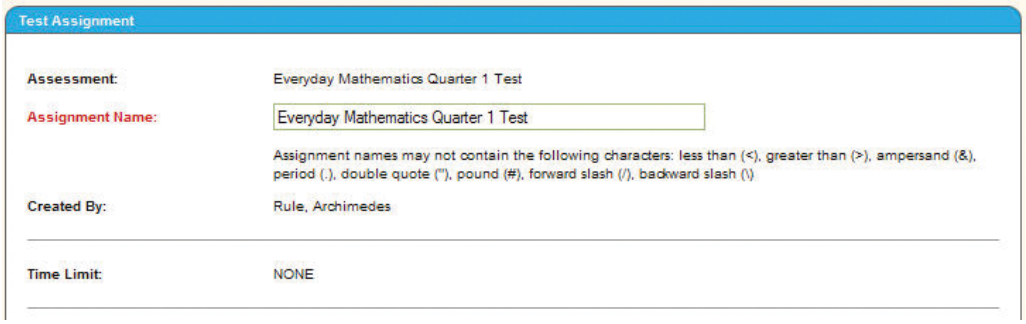
Data Default Values

Depending on your role within the hierarchy, the system will display the default values where appropriate. For example, if you are a teacher in one school, the system will default to the school where you are given access. You will not have to choose your school from a list in a drop-down box.

Required Fields

When entering information the headings for required fields are red-colored instead of black. In this manual, required fields are designated with asterisks.


Test Assignment
Assessment:
Everyday Mathematics Quarter 1 Test
Assignment Name:
Everyday Mathematics Quarter 1 Test
Assignment names may not contain the following characters: less than (<), greater than (>), ampersand (&), period (.), double quote ("), pound (#), forward slash (/), backward slash (\)
Created By:
Rule, Archimedes
Time Limit:
NONE

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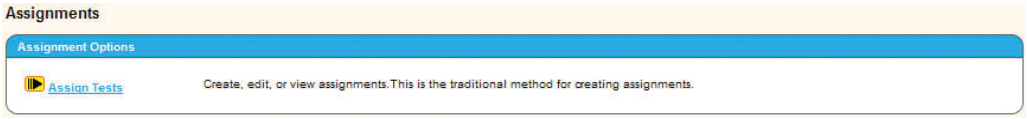
Chapter 2: Assigning Assessments

In this chapter, we will walk through how to schedule test sessions, assign tests to students, and view/print assessment materials.

Assignment

Assignment allows you to create a new assignment or view existing assignments by Subject, Assessment Type, and Grade Level.


Assignments
Assignment Options
Assign Tests
Create, edit, or view assignments.This is the traditional method for creating assignments.

Assign New Tests

1. Click **Tests** on the Main Menu, and then click **Assignments**.
2. Click **Assign Tests**.
3. Enter Search criteria to display the **Create New Assignment** button.
    a. Select a Subject.
    b. Select a Grade Level of Assessment.
    c. Select an Assessment (assessment cannot be "Any").
4. Click **Create New Assignment**.
5. Enter test assignment information.
    a. Enter the assignment name. It should be meaningful to the organization, to make it easier for educators to manage the test and to create reports.
    b. If applicable, click checkbox to **Disable Time Limit** and then enter a Disable Time Limit reason. The default is no time limit.
    c. If applicable, click checkbox to **Override and Enable Calculator**. The default is no calculator.
    d. Enter Assignment Start Time, including a start date and start time (the time the test can start to be taken).
    e. Enter an Assignment End Time, including an end date (must be after the start date and within the test session window, if applicable) and an end time (the last time a student can log in).
    f. Select an Overall Test Delivery Mode either "Online and Offline" or "Offline Only." If an assignment is set to "Offline Only," then the test assignment will not appear on the student's page when he or she logs in.
    g. If applicable, click the Offline CR Test Delivery checkbox to ensure all constructed response questions are answered offline. The question will appear in the online test, but there will be nowhere to record the answer online.
    h. Click the checkbox to Randomly Order Online Student Test Questions.

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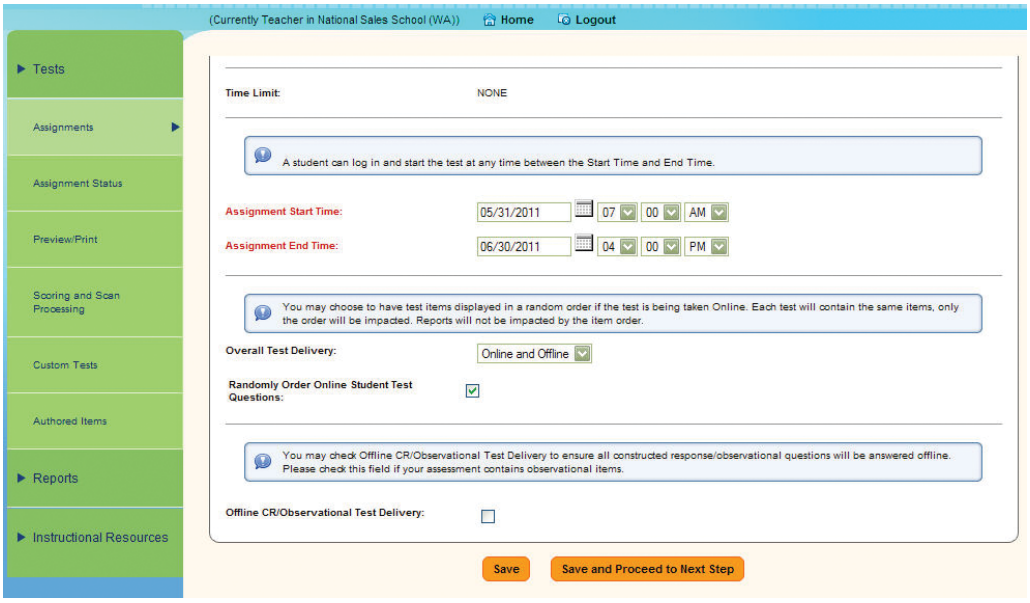
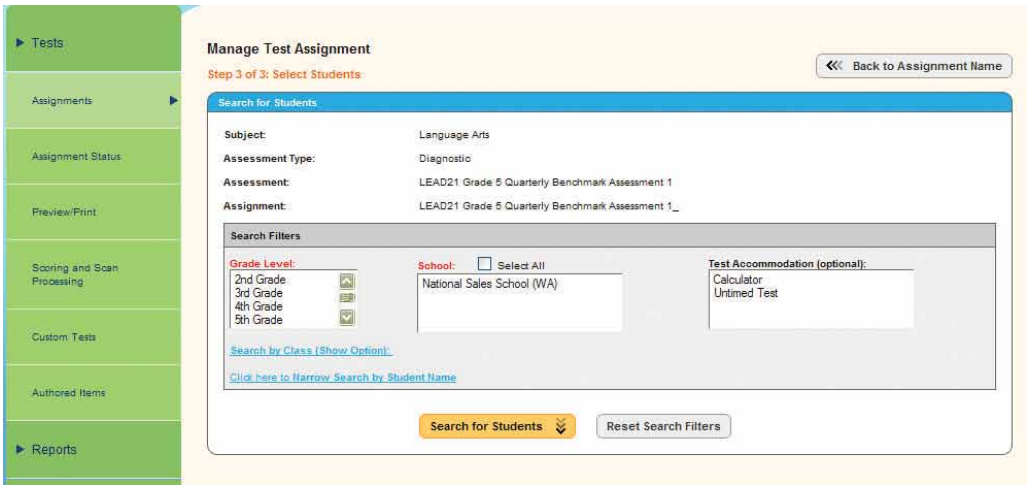

(Currently Teacher in National Sales School (WA))
Home
Logout
Tests
Assignments
Assignment Status
Preview/Print
Scoring and Scan Processing
Custom Tests
Authored Items
Reports
Instructional Resources
Time Limit:
NONE
A student can log in and start the test at any time between the Start Time and End Time.
Assignment Start Time:
05/31/2011
07
00
AM
Assignment End Time:
06/30/2011
04
00
PM
You may choose to have test items displayed in a random order if the test is being taken Online. Each test will contain the same items, only the order will be impacted. Reports will not be impacted by the item order.
Overall Test Delivery:
Online and Offline
Randomly Order Online Student Test Questions:
You may check Offline CR/Observational Test Delivery to ensure all constructed response/observational questions will be answered offline. Please check this field if your assessment contains observational items.
Offline CR/Observational Test Delivery:
Save
Save and Proceed to Next Step

6. Click **Save and Proceed to Next Step** to Assign Students.
7. Enter Search Filters.
    a. Select a Grade Level (hold the control key down and click on selection to select multiple grade levels).
    b. Select a School.
    c. If applicable, select test accommodations. Only those students whose profile requires these accommodations will be displayed.
    d. To narrow your search further, click **Display Classes** to view a list of classes for the selected grade levels(s) and school(s). Select one or more classes.
    e. To narrow your search further within the selected grade levels(s), school(s), and classes(s), click the **Click Here to Narrow Search by Student Name** link and enter either a name or a last name range.



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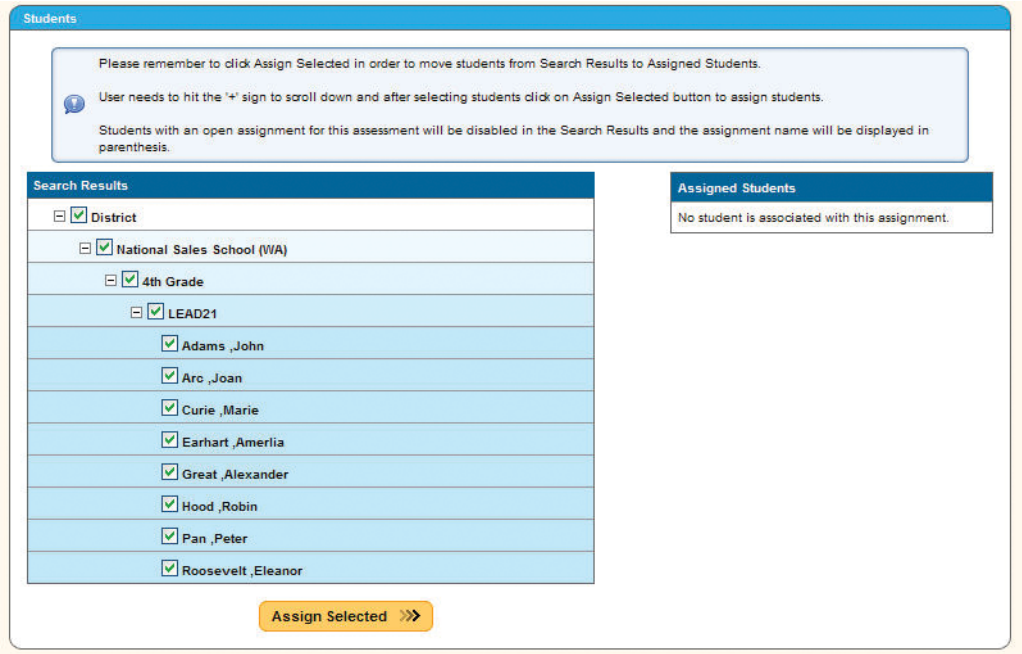
8. Click **Search for Students**.
9. Click the "+" symbol to expand the hierarchy table, if necessary. Click the checkboxes to select students. By selecting the top level in the hierarchy, all levels below are automatically selected. For example, if you click the school checkbox, then all students from the selected grade levels and class will be selected.


Students
Please remember to click Assign Selected in order to move students from Search Results to Assigned Students.
User needs to hit the '+' sign to scroll down and after selecting students click on Assign Selected button to assign students.
Students with an open assignment for this assessment will be disabled in the Search Results and the assignment name will be displayed in parenthesis.
Search Results
District
National Sales School (WA)
4th Grade
LEAD21
Adams ,John
Arc ,Joan
Curie ,Marie
Earhart ,Amerlia
Great ,Alexander
Hood ,Robin
Pan ,Peter
Roosevelt ,Eleanor
Assigned Students
No student is associated with this assignment.
Assign Selected

10. Click **Assign Selected**.
11. Click **View Summary**.

Edit/Delete Existing Assignments

1. Click **Tests** on the Main Menu.
2. Click **Assignments**.
3. Click desired Assignment Option.
4. Enter Search criteria.
    a. Select a Subject.
    b. Select a Grade Level of Assessment.
    c. Select an Assessment.
5. Click **Show Existing Assignments** to view assignments that meet the search criteria.
6. The following options may be available for each assignment name, depending on your role and level within the organization, as well as the status of the assignment.
    a. Click the corresponding **Delete** link to delete an assignment. Click **OK** to confirm the deletion. Note: An assignment can only be deleted if no one has completed the assessment and if the assignment has not expired.

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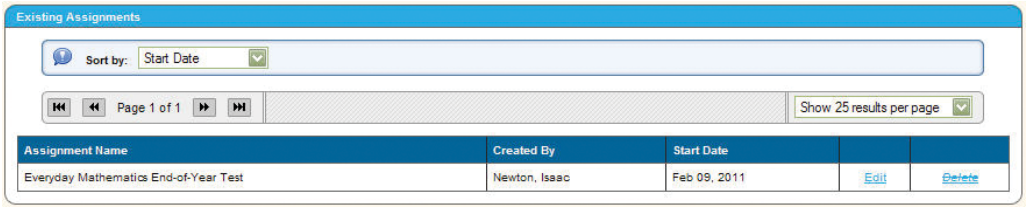
b. Click the corresponding **Edit** link to edit the assignment detail. Follow steps six through eleven in the "Assign New Tests" section above to update desired fields.

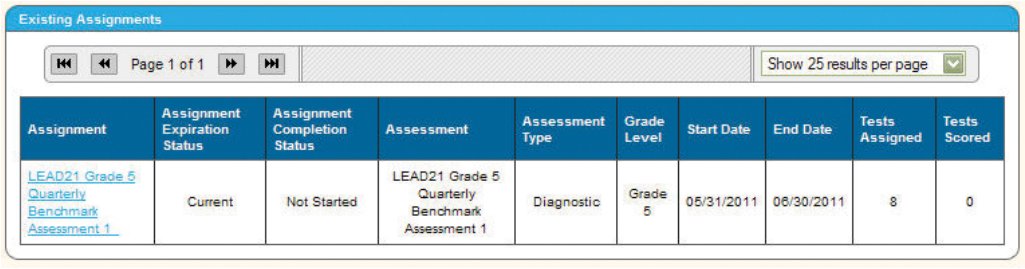


Assignment Status

Assignment Status allows you to view the progress of each assigned student.

View Assignment Status

1. Click **Test** on the Main Menu.
2. Click **Assignment Status**.
3. Click **View Assignment Status**.
4. Enter Search for Assignments Criteria.
    a. Select a Subject.*
    b. Select an Assessment Type.*
    c. Select an Assessment Grade Level.*
    d. Select an Assessment.*
    e. Select an Assignment Expiration Status.**
    f. Select an Assignment Completion Status.**
5. Click **Search** to view assignments that meet the Search Criteria.



6. Click the corresponding assignment name link to view information detail about the assignment. Information includes:
    a. Assessment Name, Type, ID, and Grade Level.
    b. Assignment/Test Window Start Date and End Date.
    c. Assignment Completion Status.
    d. Student Assignments.

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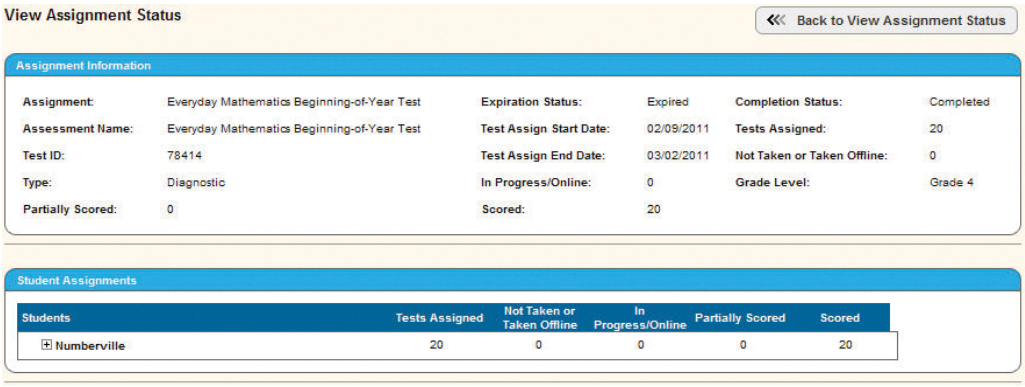

* designates a required field

** hold down the control key and click choices to make multiple selections

View Assignment Status By Student

1. Click **Tests** on the Main Menu.
2. Click **Assignment Status**.
3. Click **Assignment Status By Student**.
4. Enter Search criteria.
    a. Either:
        i. Select a School.*
        ii. Enter student's First Name (from zero to all letters).
        iii. Enter student's Last Name (from zero to all letters).
    b. Or:
        i. Enter Student ID.
5. Click **Search** to view the students who meet the Search Criteria.
6. Click the corresponding student name link.
7. Enter Search criteria.
    a. Select a Subject.*
    b. Select an Assessment Type.
    c. Select a Student Completion Status.

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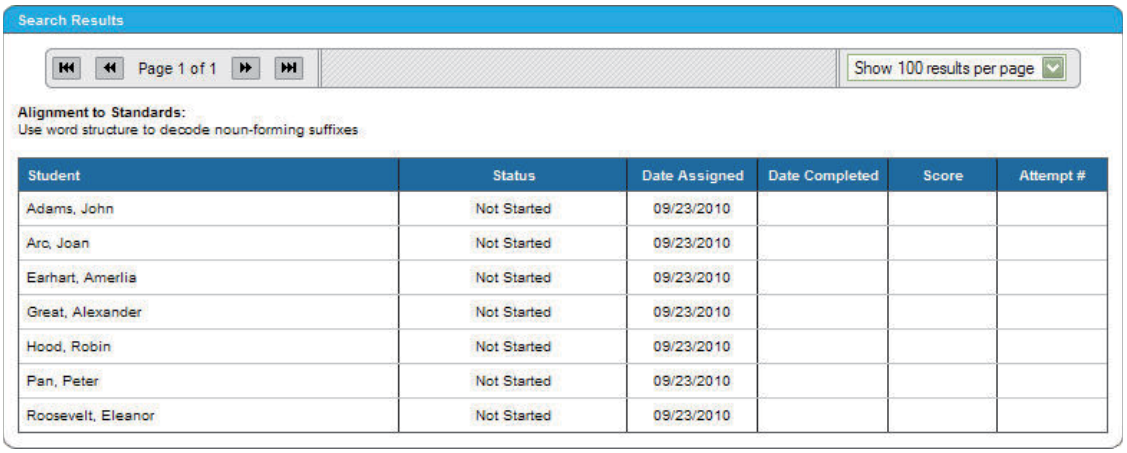
8. Click **Search** to view assignments that meet the Search Criteria.


Search Results
Page 1 of 1
Show 100 results per page
Alignment to Standards:
Use word structure to decode noun-forming suffixes

Student	Status	Date Assigned	Date Completed	Score	Attempt #
Adams, John	Not Started	09/23/2010			
Arc, Joan	Not Started	09/23/2010			
Earhart, Amerlia	Not Started	09/23/2010			
Great, Alexander	Not Started	09/23/2010			
Hood, Robin	Not Started	09/23/2010			
Pan, Peter	Not Started	09/23/2010			
Roosevelt, Eleanor	Not Started	09/23/2010			

9. Click the corresponding assignment name link to view information about the assignment. Information includes:
    a. Assessment Name, Type, ID, and Grade Level.
    b. Assignment Test Window Start and End Date.
    c. Assignment Completion Status.
    d. Student Assignments.

* designates a required field

Preview/Print Test Materials

Preview/Print Test allows you to view an assessment online, print/view the test booklet, view test instructions, print the constructed response answer sheet, or print/view the answer key by Subject, Type, and Grade Level. Additionally, users with the appropriate permissions can copy DIAGNOSTIC tests to allow for customization of the content.

Preview/Print Test

1. Click **Tests** on the Main Menu.
2. Click **Preview/Print**.
3. Enter Search criteria.
    a. Select a Subject.
    b. Select an Assessment Type.
    c. Select a Grade Level.
4. Click **Search** to view assessments that meet the Search criteria.
5. Click **Show** for the corresponding Assessment Name to view the following test materials:
    a. **Online Preview** allows you to preview the test online as if you are a student.
    b. **Print/View Test Booklet** displays the actual test booklet in a printable format (PDF).

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c. **Print/View Reference Sheet** displays the Reference Sheet for the test in a printable format.

d. **View Test Instructions** displays online and offline test instructions.

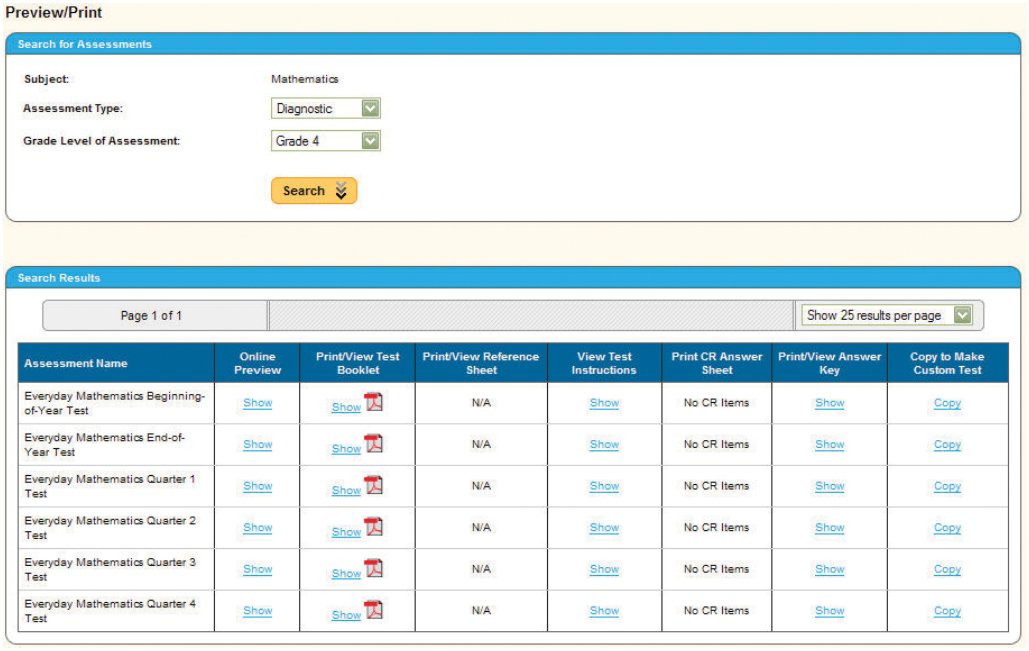
e. **Print Constructed Response Answer Sheet** allows you to print an answer booklet (PDF format) containing all constructed responses and grid-in items, or constructed response items that must be taken on paper. Note: If this button is disabled, then all items on the assessment can be taken online.

f. **Print/View Answer Key** displays the test item, followed by answer explanations, rubric, and exemplars, when appropriate.

   i. Click the **Show Display Filter** to limit the fields being displayed.

   ii. Click **Print Answer Key** to print the answer key.

g. **Copy to Make Custom Test** allows the user to copy DIAGNOSTIC tests for customization. Once saved as a custom test, the user can add additional items, remove items, reorder items, etc.



Preview/Print for Custom Tests

Follow the steps above for Preview/Print Test with the following exceptions:

- Searching for Custom Tests does not include selecting a Grade Level.
- A printable format of a custom test must first be generated by clicking the "Generate PDF" button.
- There are no Constructed Response Answer Sheets for Custom tests. Currently all test questions can be answered online.

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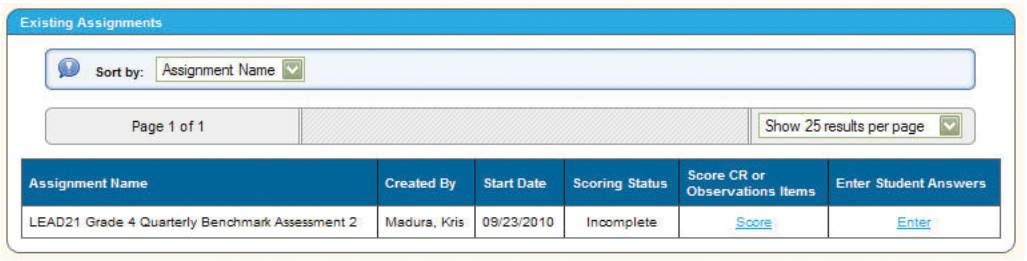
Chapter 3: Manually Score Items

Constructed responses and Grid-in items can be scored manually online. In addition, offline responses can be entered for scoring multiple choice and fill-in-the-blank questions.

Find an Assignment

1. Click **Tests** on the Main Menu.
2. Click **Scoring and Scan Processing**.
3. Click **Manually Score Items**.
4. Enter Search for Assignments criteria.
    a. Select a District.
    b. Select a School.
    c. Select a Class.
    d. Select a Subject.
    e. Select an Assessment Type.
    f. Select an Assessment.
5. Click **Show Assignment** to view search criteria results. Fields displayed include:
    a. Assignment Name.
    b. Created By.
    c. Start Date.
    d. Scoring Status - Not Started, Incomplete or Complete.
    e. Score CR or Observation Items.
        i. Score allows the user to score an item(s).
        ii. View allows the user to view scores; either the user does not have permission to score items or the test session window has expired.
    f. Enter Student Answers.
        i. Enter allows the user to enter the student's answer(s).
        ii. View allows the user to view student answers; either the user does not have permission to enter test answers, the test session window has expired, or the assignment was completed online.



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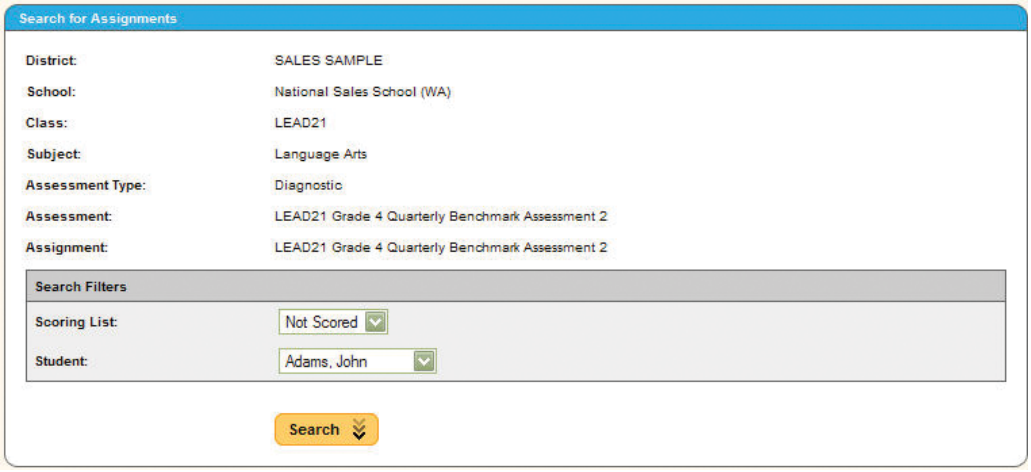
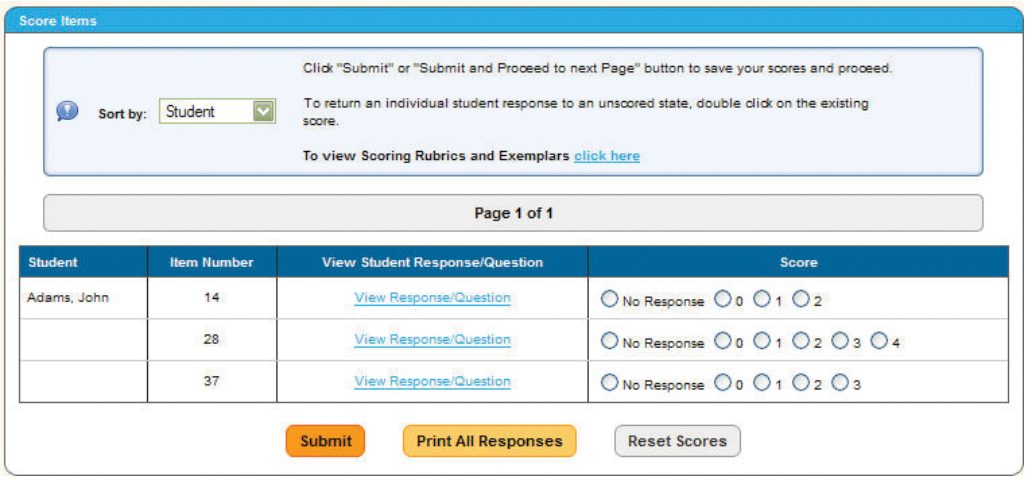
Score a Constructed Response

1. Find an assignment, following the steps above in the "Find an Assignment" section. Click the **Score** link for the corresponding Assignment name.
2. Enter Search filters.
    a. Select a Scoring List.
    b. Select a Student.



3. Click Search to view assignment results. The following options are available:


Score Items
Click "Submit" or "Submit and Proceed to next Page" button to save your scores and proceed.
Sort by: Student
To return an individual student response to an unscored state, double click on the existing score.
To view Scoring Rubrics and Exemplars click here
Page 1 of 1
Student
Item Number
View Student Response/Question
Score
Adams, John
14
View Response/Question
No Response 0 1 2
28
View Response/Question
No Response 0 1 2 3 4
37
View Response/Question
No Response 0 1 2 3
Submit
Print All Responses
Reset Scores

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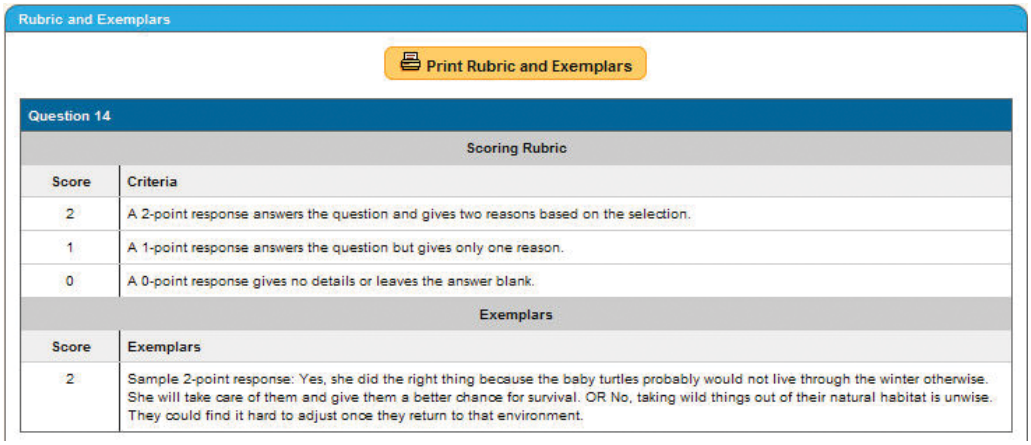
a. Click the **Click Here** link to view the scoring rubrics and exemplars for all items.


Rubric and Exemplars

Print Rubric and Exemplars

Question 14

Scoring Rubric	
Score	Criteria
2	A 2-point response answers the question and gives two reasons based on the selection.
1	A 1-point response answers the question but gives only one reason.
0	A 0-point response gives no details or leaves the answer blank.
Exemplars	
Score	Exemplars
2	Sample 2-point response: Yes, she did the right thing because the baby turtles probably would not live through the winter otherwise. She will take care of them and give them a better chance for survival. OR No, taking wild things out of their natural habitat is unwise. They could find it hard to adjust once they return to that environment.

b. Click the corresponding student's View Response link to display the student's response and exemplars.
   i. Select a score for the item.
   ii. Click **Exemplars** to open a popup window to view an exemplar for each score.
   iii. Click **Print** to open a popup window to print the student's response.
   iv. Click **Close Window** to save the score and return to the Score Item page.

c. Enter a Score for each item by clicking on the corresponding radio buttons.

d. Click **Submit** to submit and save the scores.

e. Click **Submit and Proceed to Next Page** to submit and save scores and move to the next page (if applicable).

f. Click **Print All Responses** to open a popup window to print the responses for all students in the class.

g. Click **Reset Score** to return to your last saved constructed response scores.

Enter Student Answers Taken Offline

1. Find the assignment (see "Find an Assignment" section above).
2. Click Enter link for the corresponding Assignment name.
3. Enter Search filters.
   a. Select a Scoring List.
   b. Select a student.
   c. Click the item type checkboxes: Multiple Choice, Fill-in-the-Blank, or Grid-In.

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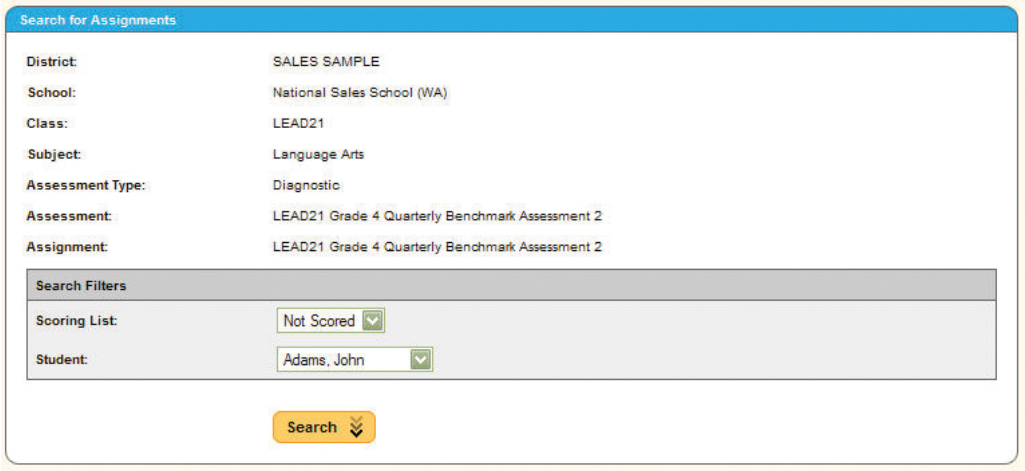
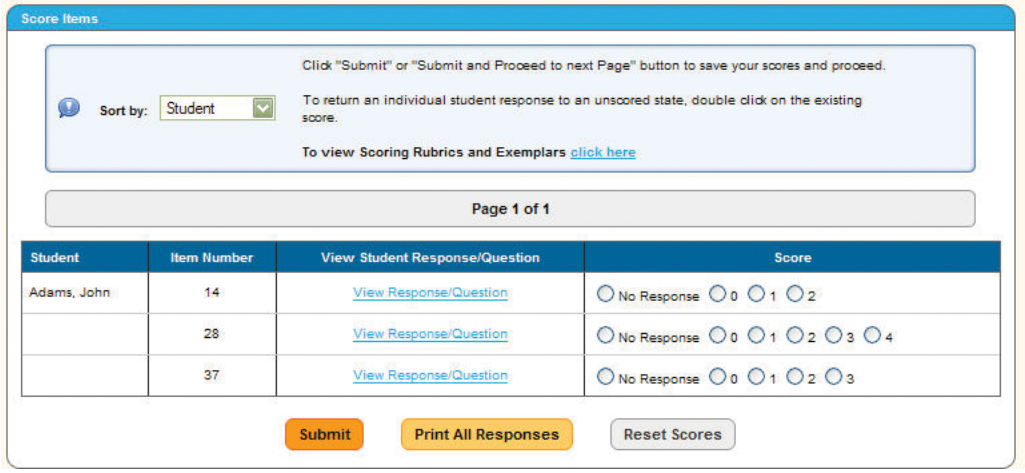


4. Click **Search**.
5. Enter the student's answers.


Score Items
Click "Submit" or "Submit and Proceed to next Page" button to save your scores and proceed.
Sort by: Student
To return an individual student response to an unscored state, double click on the existing score.
To view Scoring Rubrics and Exemplars click here
Page 1 of 1
Student
Item Number
View Student Response/Question
Score
Adams, John
14
View Response/Question
No Response 0 1 2
28
View Response/Question
No Response 0 1 2 3 4
37
View Response/Question
No Response 0 1 2 3
Submit
Print All Responses
Reset Scores

6. Click **Submit.**

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Chapter 4: Custom Test

You can create your own custom test. These tests can be used to get a more in-depth understanding of the problems your students are having with specific objectives. They can also be used as end-of-chapter tests to assess the students' understanding of material covered in class or as pre- and post-tests to assess the efficacy of classroom instruction. Note: See Chapter 2: "Assigning Assessments" for instructions on viewing Assignment Status and Preview/Print Test Materials for custom tests.

Custom tests can be carried over to the following school year. All custom tests will be unassigned at the end of the school year. At the beginning of the new school year, you can delete the test or reassign the test.

Create/Manage Custom Test

Create/Manage allows educators to view or update existing custom tests, or to create a new custom test.

Create a Custom Test

1. Click **Tests** on the Main Menu.
2. Click **Custom Tests**.
3. Click **Create/Manage**.
4. Enter Search criteria.
    a. Select a School.
    b. Select a Subject.
5. Click **Create New Test**.
6. Select **Item Type(s), Nature of Items** (Printable, Online-only, Interactive), and **Custom Item Bank(s)**, and then click **Save**.
7. Select **Search for Skills** by Skill Group, Standards, or Passage. Standards are based on State Standards.
    a. If Skill Group is selected:
        i. Select a Grade Level.
        ii. Select a Skill Group.
    b. If Standards is selected:
        i. Select Standard.
        ii. Select information for the desired standard. These fields will vary depending on your state-defined standards.

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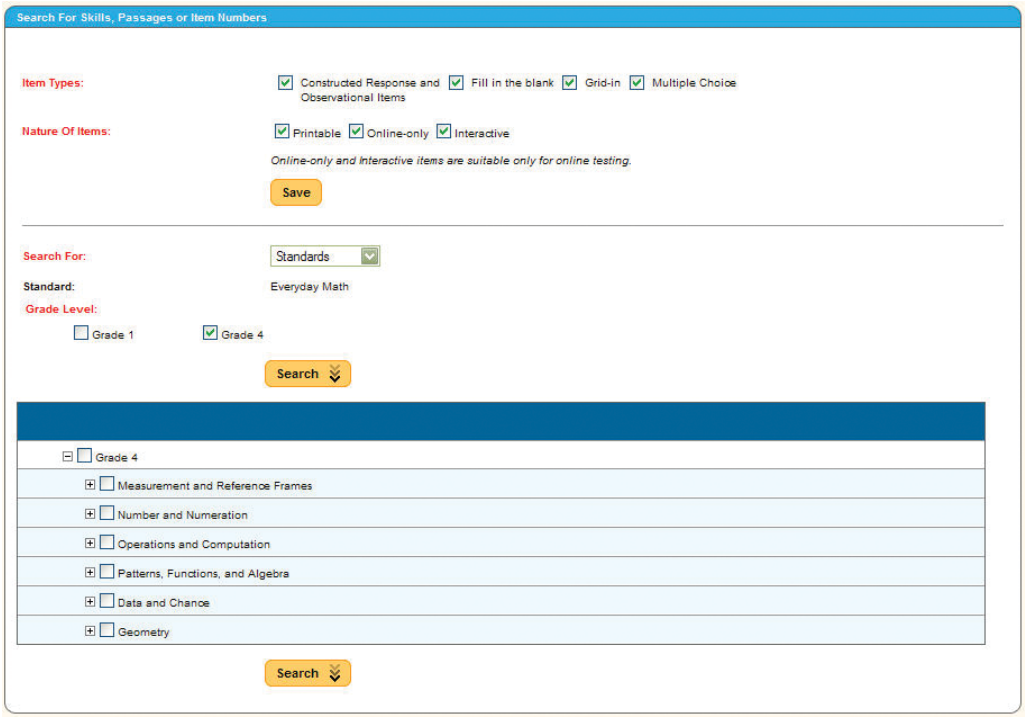

c. If Passage is selected:
    i. Select a Grade Level of the item.
    ii. Select Genre.
    iii. Select Sub-Genre.
    iv. Enter Additional Search filters, if desired, for items created through item authoring.

d. If Item Number is selected: Enter up to 20 item numbers separated by commas in the box. This search is only applicable for items created using the item authoring tool, and only where the status of those items is "Available for Use."

    Note: To search for items using a wild card character, enter at least two numbers before using the wild card (%), and be sure % is the last character in the number sequence.

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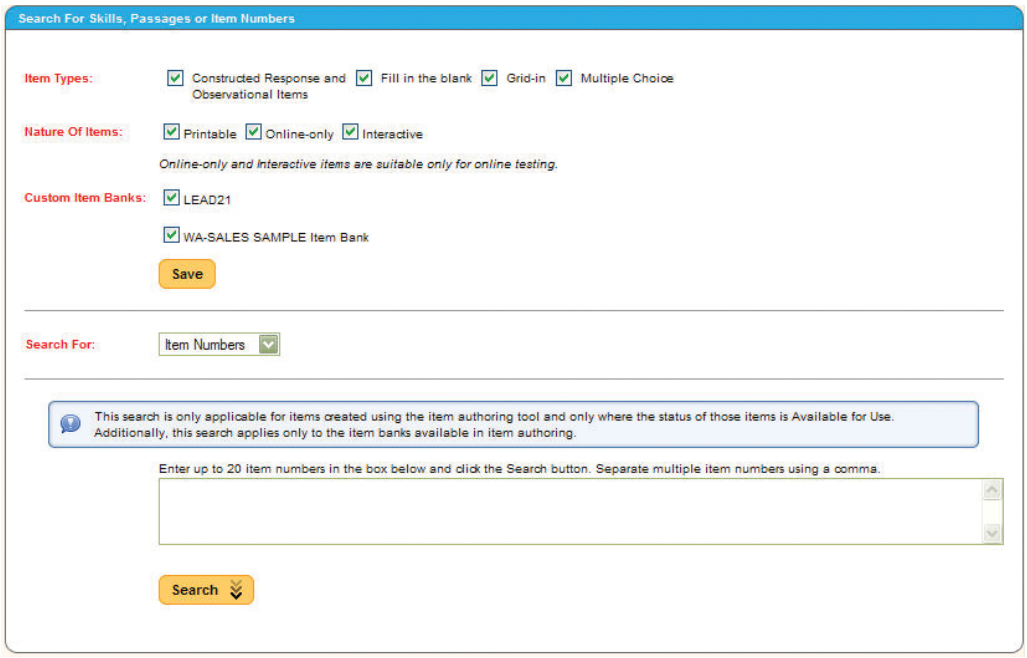
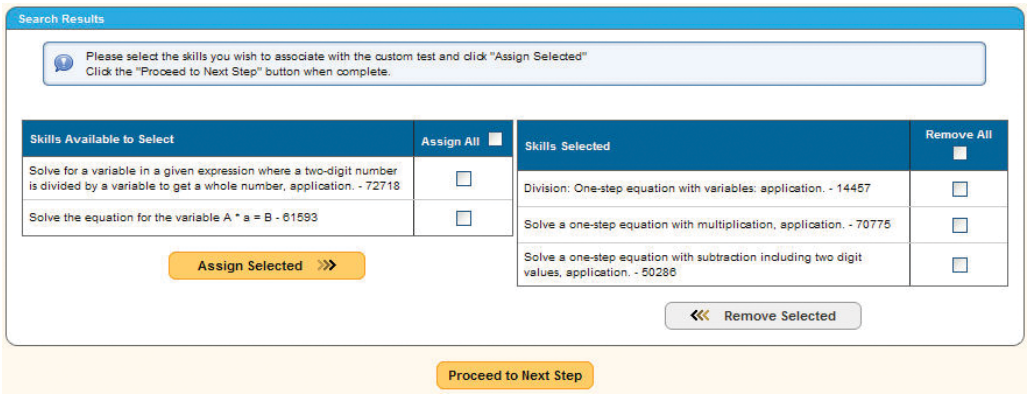

Search For Skills, Passages or Item Numbers
Item Types:
Constructed Response and Observational Items
Fill in the blank
Grid-in
Multiple Choice
Nature Of Items:
Printable
Online-only
Interactive
Online-only and Interactive items are suitable only for online testing.
Custom Item Banks:
LEAD21
WA-SALES SAMPLE Item Bank
Save
Search For:
Item Numbers
This search is only applicable for items created using the item authoring tool and only where the status of those items is Available for Use. Additionally, this search applies only to the item banks available in item authoring.
Enter up to 20 item numbers in the box below and click the Search button. Separate multiple item numbers using a comma.
Search

8. Click **Search** to view a list of skills/passages, or items that meet the Search criteria.
9. If searching by Skill Group or Standard, perform the following task. If searching by Passage or Item number, skip to step 10.
    a. Click checkbox(es) of desired skill(s).
    b. Click **Assign Selected**. Note: To remove a skill, click the "remove" checkbox of the desired skill and click Remove Selected.


Search Results
Please select the skills you wish to associate with the custom test and click "Assign Selected"
Click the "Proceed to Next Step" button when complete.
Skills Available to Select
Assign All
Solve for a variable in a given expression where a two-digit number is divided by a variable to get a whole number, application. - 72718
Solve the equation for the variable A * a = B - 61593
Assign Selected
Skills Selected
Remove All
Division: One-step equation with variables: application. - 14457
Solve a one-step equation with multiplication, application. - 70775
Solve a one-step equation with subtraction including two digit values, application. - 50286
Remove Selected
Proceed to Next Step

    c. Change the Search criteria by repeating steps six through nine to add new skills and additional items to the test.
    d. When done adding skills, click **Proceed to Next Step**.

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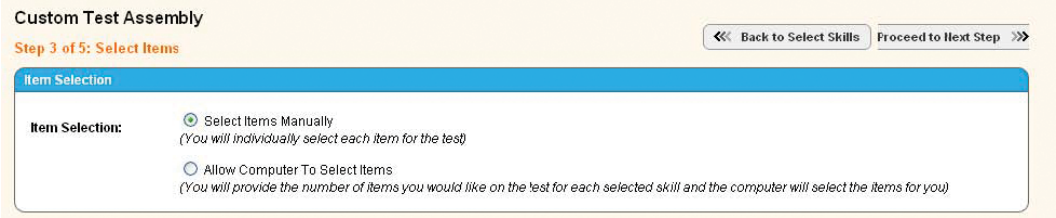
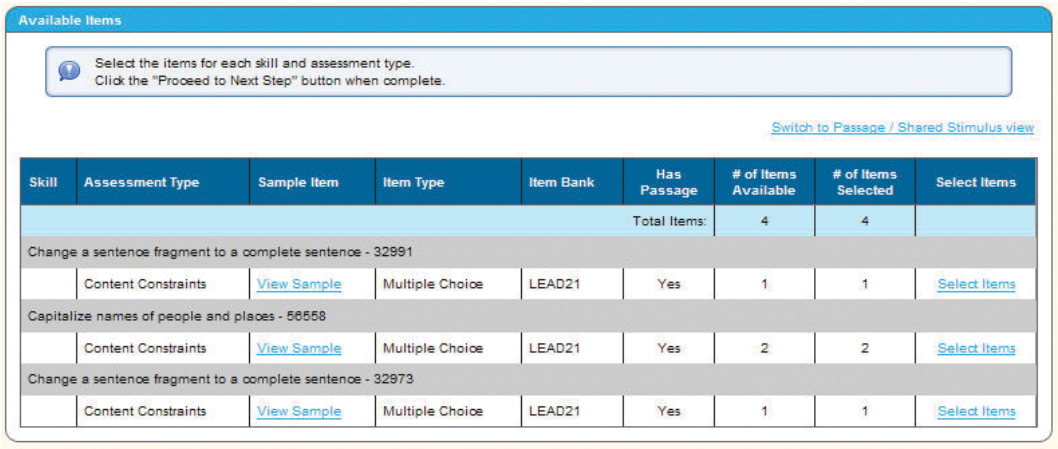
10. Choose how to select items. Either choose to allow the computer to select test items, and provide the numbers of items per selected skill or choose to select the items manually.


Custom Test Assembly
Step 3 of 5: Select Items
Back to Select Skills
Proceed to Next Step
Item Selection
Item Selection:
Select Items Manually
(You will individually select each item for the test)
Allow Computer To Select Items
(You will provide the number of items you would like on the test for each selected skill and the computer will select the items for you)

11. If **Allow Computer to Select Items** was selected above:
    a. Click **View Sample** to view a sample item of the corresponding test skill.
    b. Enter the number of desired items on the test for each skill. The number of items selected must be less than or equal to the number of items available. For passages, items are grouped under the passage.


Available Items
Select the items for each skill and assessment type.
Click the "Proceed to Next Step" button when complete.
Switch to Passage / Shared Stimulus view

Skill	Assessment Type	Sample Item	Item Type	Item Bank	Has Passage	# of Items Available	# of Items Selected	Select Items
					Total Items:	4	4	
Change a sentence fragment to a complete sentence - 32991								
	Content Constraints	View Sample	Multiple Choice	LEAD21	Yes	1	1	Select Items
Capitalize names of people and places - 56558								
	Content Constraints	View Sample	Multiple Choice	LEAD21	Yes	2	2	Select Items
Change a sentence fragment to a complete sentence - 32973								
	Content Constraints	View Sample	Multiple Choice	LEAD21	Yes	1	1	Select Items

12. If **Select Items Manually** was selected above:
    a. Click **Select Items** for each corresponding skill.
    b. Click **Preview** to preview an item.
    c. Click **View** to view item statistics. Note, you must have permission to access this link.
    d. Click corresponding item checkboxes for the items you want included on the test.
    e. Click **Save**.
    f. Repeat steps A through E for each desired skill.

Note: You may choose to switch to passage/shared stimulus view.

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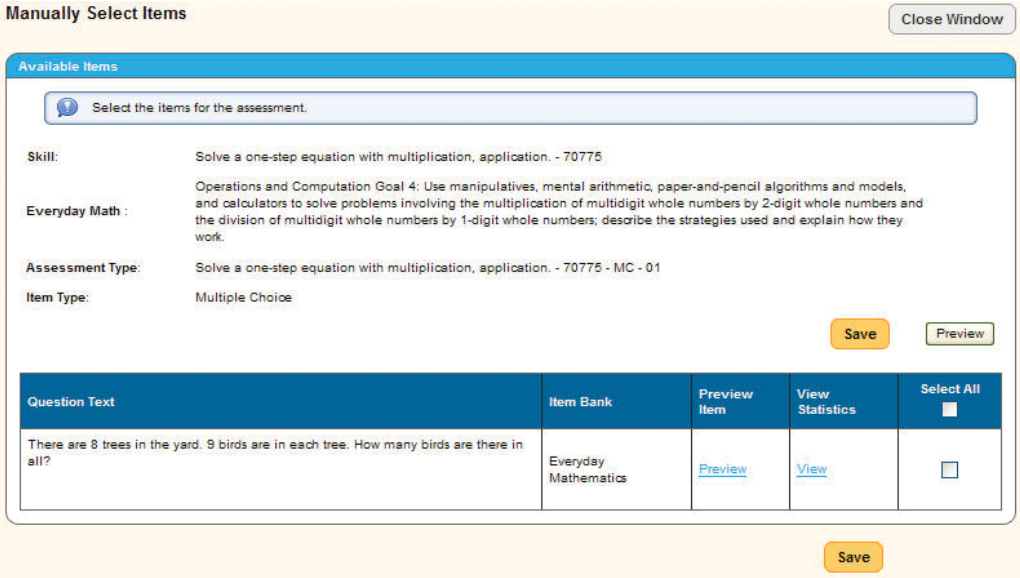
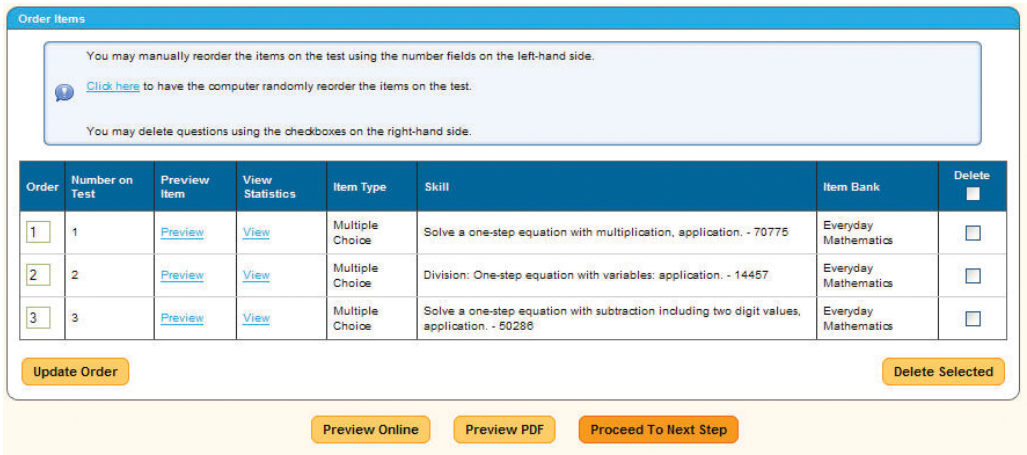

Manually Select Items
Close Window
Available Items
Select the items for the assessment.
Skill:
Solve a one-step equation with multiplication, application. - 70775
Everyday Math :
Operations and Computation Goal 4: Use manipulatives, mental arithmetic, paper-and-pencil algorithms and models, and calculators to solve problems involving the multiplication of multidigit whole numbers by 2-digit whole numbers and the division of multidigit whole numbers by 1-digit whole numbers; describe the strategies used and explain how they work.
Assessment Type:
Solve a one-step equation with multiplication, application. - 70775 - MC - 01
Item Type:
Multiple Choice
Save
Preview
Question Text
Item Bank
Preview Item
View Statistics
Select All
There are 8 trees in the yard. 9 birds are in each tree. How many birds are there in all?
Everyday Mathematics
Preview
View
Save

13. Click **Proceed to Next Step**.
14. Perform some or all of the following options:
    a. To manually reorder the items on a test using the number fields on the lefthand side, click **Update Order**.
    b. To have the computer randomly reorder the items on the test, click on the **Click Here** link at the top of the page.
    c. To preview an item, click on the corresponding **Preview** link.
    d. To delete an item, click on the corresponding delete checkbox and click **Delete Selected**. Click **OK** to confirm the deletion.


Order Items
You may manually reorder the items on the test using the number fields on the left-hand side.
Click here to have the computer randomly reorder the items on the test.
You may delete questions using the checkboxes on the right-hand side.
Order
Number on Test
Preview Item
View Statistics
Item Type
Skill
Item Bank
Delete
1 1 Preview View Multiple Choice Solve a one-step equation with multiplication, application. - 70775 Everyday Mathematics
2 2 Preview View Multiple Choice Division: One-step equation with variables: application. - 14457 Everyday Mathematics
3 3 Preview View Multiple Choice Solve a one-step equation with subtraction including two digit values, application. - 50286 Everyday Mathematics
Update Order
Delete Selected
Preview Online
Preview PDF
Proceed To Next Step

15. Click **Preview Online** to view the entire test in Test Taker preview, or click **Preview PDF** to view the test in a separate window, as it would look offline.
Note that the PDF preview will show the layout of the items, but will not include cover page and directions that will be in the final printed version. Also, if the test contains interactive items, the PDF will not show animation/interactive components.

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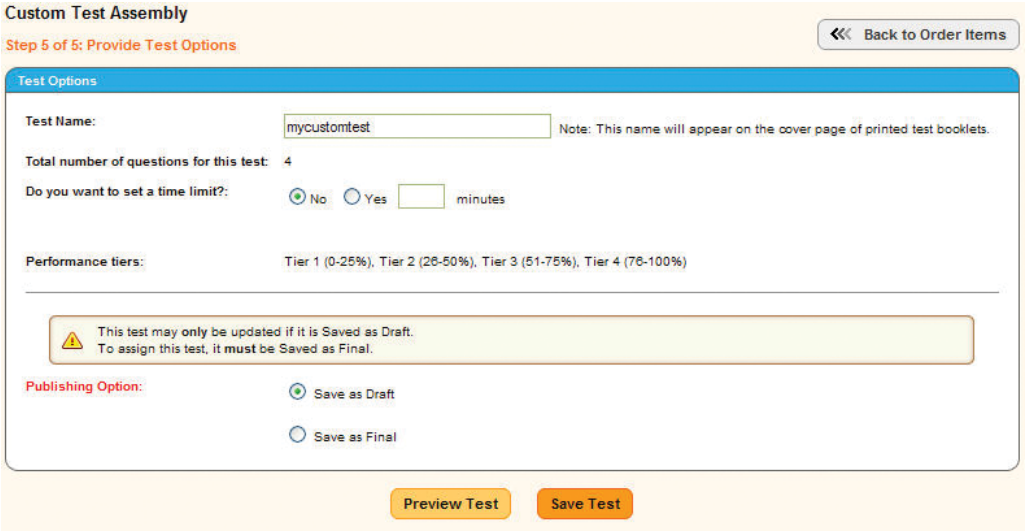
16. Click **Proceed to Next Step**.
17. Enter a name for the test (must be unique).
18. Choose whether or not to set a time limit and enter a time, in minutes, if applicable.
19. If applicable, click **Select a New Reference Sheet** link.
    a. Select a Grade Level.
    b. Select a Reference Sheet.
20. If applicable, select test tools. Note: To unselect, hold down the control key and click on the tool name.
21. Choose a publishing option.
    a. **Save as Draft** allows the test to be updated.
    b. **Save as Final** allows the test to be assigned, but the test can no longer be updated.
22. Click **Save Test**. From here, you can create an assignment (see steps below) or create/edit another test.


Custom Test Assembly
Step 5 of 5: Provide Test Options
Back to Order Items
Test Options
Test Name:
mycustomtest
Note: This name will appear on the cover page of printed test booklets.
Total number of questions for this test: 4
Do you want to set a time limit?:
No
Yes
minutes
Performance tiers:
Tier 1 (0-25%), Tier 2 (26-50%), Tier 3 (51-75%), Tier 4 (76-100%)
This test may only be updated if it is Saved as Draft.
To assign this test, it must be Saved as Final.
Publishing Option:
Save as Draft
Save as Final
Preview Test
Save Test

View Existing Custom Test

1. Click **Tests** on the Main Menu.
2. Click **Custom Tests**.
3. Click **Create/Manage**.
4. Enter Search criteria.
    a. Select a School.
    b. Select a Subject.
5. Click **Show Existing Tests**.
6. If desired, Enter Additional Search Filters. The search can include partial spellings. For example, an entry of "tor" would include results such as "Tori Smith" or "John Storey."

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a. Enter last name.
b. Enter test name.

7. Click **Search**.
8. The following options exist from the Search Results box:
    a. Click the corresponding test name link to view a summary of the test.
    b. Click the corresponding **Preview** link to view the test.
    c. Click the corresponding **Edit** link to edit the test. One of the following two options is available.
        - If the link says Edit Draft, then changes can be made to the test. (See Create a Custom Test section above, starting with step six). A test can only be edited if it has not yet been published.
        - If the link says Edit Final, then only the option to share your assessment tool test and Allow data from test results to be extracted for district reporting can be updated.
    d. Click the corresponding **Delete** link, if available, to delete a test. Note: A test can only be deleted if it has not yet been assigned.
    e. Click the corresponding **Copy** link, to make a copy of the custom test that can then be edited.

Assign Custom Test

Assign allows an educator to assign a custom test to students.

Create New Custom Test Assignment

1. Select **Tests**.
2. Select **Custom Tests**.
3. Select **Assign**.
4. Enter Search criteria.
    a. Select a School.
    b. Select a Subject.
5. Click **Show Existing Tests**.
6. Click the corresponding test name link to view a test summary.
7. Click the corresponding **View/Assign** link to view assignments.
8. Click **Create New Assignment**.

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9. Enter test assignment information.
    a. Enter an Assignment Name. It should be meaningful to the organization, to make it easier for educators to manage the test and to create reports.
    b. If applicable, click checkbox to **Disable Time Limit**. Enter a Disable Time Limit reason.
    c. Click checkbox to **Override and Enable Calculator**.
    d. Enter Assignment Start Time, including a start date (the start of the test window) and the start time.
    e. Enter an Assignment End Time, including an end date (the end of the test window must be after the start date) and end time.
    f. Select an Overall Test Delivery mode either "Online and Offline" or "Offline Only." If an assignment is set to "Offline Only" then the test assignment will not appear on the student's page.
    g. Check the checkbox to Randomly Order Online Student Test Questions if desired. **Note:** This is applicable to Diagnostic and Custom Test only.
    h. If applicable, enter a Student Report Access Date to allow students to view their test results. This date must be on or after the assignment end date.
10. Click **Save and Proceed to Next Step** to assign students.
11. Enter Search for Student filters.
    a. Select a Grade Level (hold the control key down and click on selection to select multiple selections).
    b. Select a School.
    c. If applicable, select test accommodations. Only those students whose profile requires these accommodations will be displayed.
    d. To narrow you search further, click **Display Classes** to view a list of classes for the selected grade levels(s) and school(s). Select one or more classes.
    e. To narrow your search further within the selected grade levels(s), school(s), and classes(s), click the **Click Here to Narrow Search by Student Name** link and enter either a name or a last name range.
12. Click **Search for Students**.
13. Click the "+" symbol to expand the hierarchy table, if necessary. Click the checkboxes to select students. By selecting the top level in the hierarchy, all levels below are automatically selected. For example, if you click the School checkbox, then all students from the selected grade level and class will be selected.
14. Click **Assign Selected**.
15. Click **View Summary**.

Update/Delete Existing Custom Test Assignment

1. Click **Tests**.
2. Click **Custom Tests**.
3. Click **Assign**.
4. Enter Search criteria.

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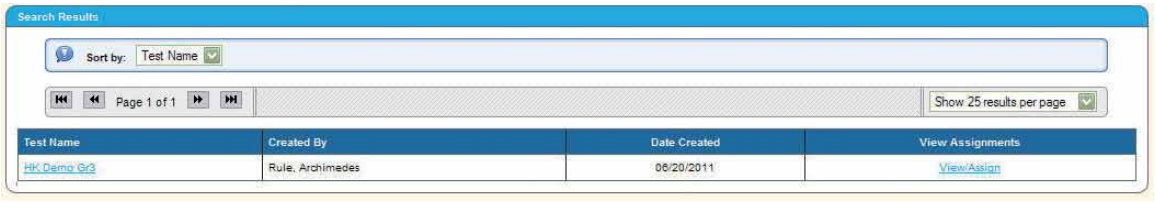
a. Select a School.

b. Select a Subject.

5. Click **Show Existing Tests**.



6. Click the corresponding **View/Assign** link to view the assignments associated with the test.

7. The following options are available from the Test Assignment box:

   a. If no test assignments have been made for the test, the Test Assignment box will contain a message stating that no results were found.

   b. Click the corresponding Delete link to delete the assignment. An assignment can only be deleted if no student has started the assessment.

   c. Click the corresponding Edit link to update the assignment.

      i. Follow the steps in the "Create New Custom Test Assignment" section above. Listed below are the restrictions for editing an assignment:

         1) A time limit may not be modified if the assignment has been started by one or more students.

         2) The Use Calculator setting may not be modified if the assignment has been started by one or more students.

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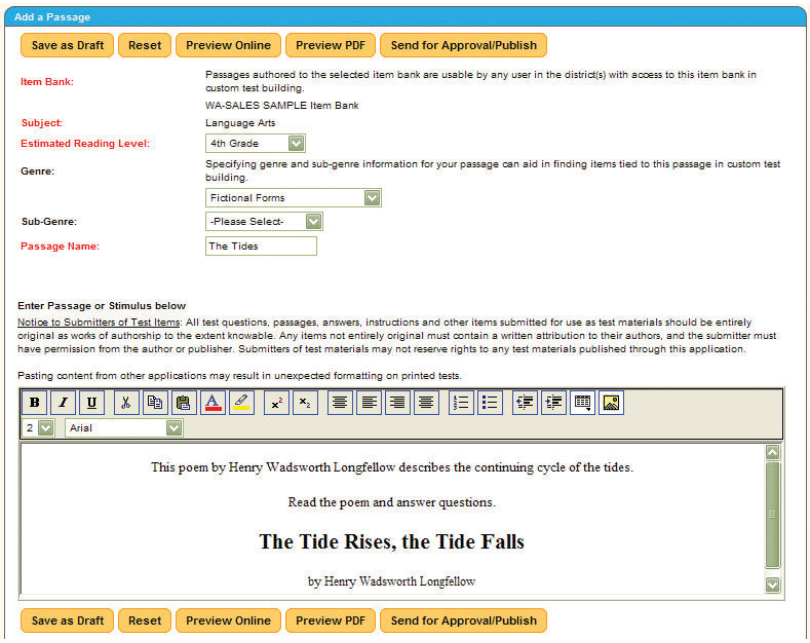
Chapter 5: Item Authoring

Item Authoring is a feature that must be requested from Customer Support by Districts that choose to allow educators with appropriate author permission to create their own multiple choice and constructed response items to be used in custom tests. Items will exist at the district level and must go through an approval process before being available for use. Approved items are processed hourly and will be placed in a district-specific item bank. Item authors can also create passages that can be used with multiple items.

Access to specific Item Banks can be assigned on an individual basis, in addition to the default access by role. A specific item bank will show up for selection during custom test building only if a user is granted access to that item bank. In the same way, the user will be able to drill into those items in reports only for items to which the user has been given access by item bank.

Create a Passage

1. Click **Tests** on the Main Menu.
2. Click **Authored Items**.
3. Click **Create Passages**.
4. Complete Add Passage information.
    a. Select Item Bank.
    b. Select Subject.
    c. Select Estimated Reading Level.
    d. Select Genre to put the passage in the appropriate category.
    e. Select Sub-Genre.
    f. Enter Passage Name. This name must be unique within the selected item bank.
5. Enter Passage or Stimulus.


Add a Passage
Save as Draft
Reset
Preview Online
Preview PDF
Send for Approval/Publish
Item Bank:
Passages authored to the selected item bank are usable by any user in the district(s) with access to this item bank in custom test building.
WA-SALES SAMPLE Item Bank
Subject:
Language Arts
Estimated Reading Level:
4th Grade
Genre:
Specifying genre and sub-genre information for your passage can aid in finding items tied to this passage in custom test building.
Fictional Forms
Sub-Genre:
-Please Select-
Passage Name:
The Tides
Enter Passage or Stimulus below
Notice to Submitters of Test Items: All test questions, passages, answers, instructions and other items submitted for use as test materials should be entirely original as works of authorship to the extent knowable. Any items not entirely original must contain a written attribution to their authors, and the submitter must have permission from the author or publisher. Submitters of test materials may not reserve rights to any test materials published through this application.
Pasting content from other applications may result in unexpected formatting on printed tests.
Arial
This poem by Henry Wadsworth Longfellow describes the continuing cycle of the tides.
Read the poem and answer questions.
The Tide Rises, the Tide Falls
by Henry Wadsworth Longfellow
Save as Draft
Reset
Preview Online
Preview PDF
Send for Approval/Publish

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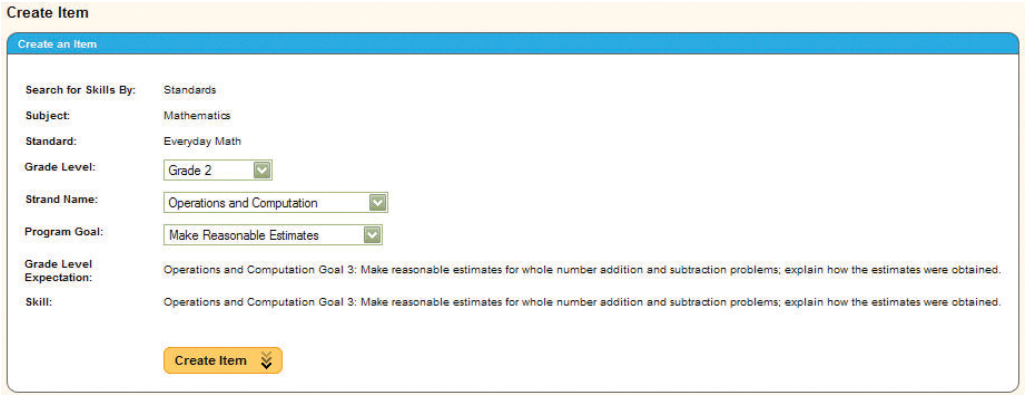
6. Choose an option.
    a. Click **Save as Draft** to save the item for later editing.
    b. Click **Reset** to reset all fields on the page.
    c. Click **Preview Online** to view the item from a student's perspective.
    d. Click **Preview PDF** to view or print the passage.
    e. Click **Send for Approval/Publish**. If the user's permission requires approval, then the item will be sent to eligible approvers. If the user's permission does not require approval, the item is automatically marked as approved and will be published to production on an hourly basis.
7. Be sure to write down and keep track of the unique item number given in the confirmation message. This will help you locate the Item to include in tests.

Create an Item

1. Click **Tests** on the Main Menu.
2. Click **Authored Items.**
3. Click **Create Items**.
4. Enter Create Item criteria. Search for Skills by: Standards is displayed as static text.
    a. Select a Subject.
    b. Select a Standard.
    c. Select a Grade.
    d. Select information for the desired standard. These fields will vary depending on your state-defined standards.


Create Item
Create an Item
Search for Skills By:
Standards
Subject:
Mathematics
Standard:
Everyday Math
Grade Level:
Grade 2
Strand Name:
Operations and Computation
Program Goal:
Make Reasonable Estimates
Grade Level Expectation:
Operations and Computation Goal 3: Make reasonable estimates for whole number addition and subtraction problems; explain how the estimates were obtained.
Skill:
Operations and Computation Goal 3: Make reasonable estimates for whole number addition and subtraction problems; explain how the estimates were obtained.
Create Item

5. Click **Create Item**.
6. Enter Add item information.
    a. Select an Item Type – types are Multiple Choice or Constructed Response.
        i. If Multiple Choice is selected:
            1) Select an Item Bank.
            2) Select Depth of Knowledge.

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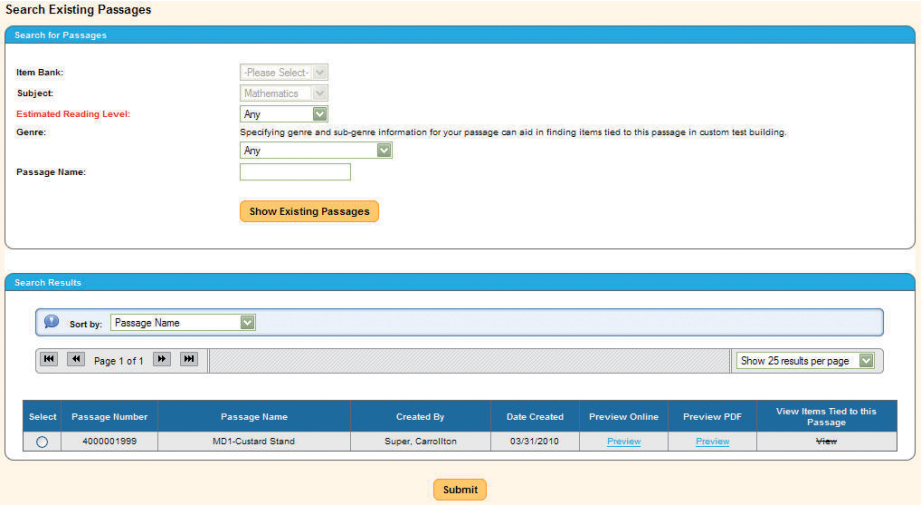
3) Select Number of Answer Choices.
4) Click **Select** button on Use Passage field if you wish to associate this question with an existing (approved) passage.
    a) Enter Search Passage criteria.
        i) Select Subject.
        ii) Select Estimated Reading Level.
        iii) Select Genre.
        iv) Select Sub-Genre.
        v) Enter Passage Name.

b. Click **Show Existing Passages**.
c. Select desired Passage.
d. Click **Submit**. The Add Item page shows the name of the selected passage and displays the text of the passage in the **Passage Text** area for you.



7. Enter Item Below. This is where a passage or picture can be inserted to support the test question. Inserted images must be 96 dpi (dots per inch) or less. If a passage was selected in step 4 above, it will be pasted into this box and the box will be labeled "Passage Text."
8. Enter Item Stem Below. Enter the question using the text editor tools. This is the actual test question.
9. Enter the problem Answers and any Distractor Explanations. Images must be 96 dpi or less.

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10. Click the corresponding radio button to indicate the correct answer.
    a. If Constructed Response is selected:
        i. Select an Item Bank.
        ii. Select Depth of Knowledge.
        iii. Designate whether this Constructed Response item can be answered by students online. The default is YES – uncheck this box if you want students to answer on a separate piece of paper.
        iv. Select Score Points Possible.
        v. Click **Select** button on Use Passage field to associate this question with an existing (approved) passage.
            1) Enter Search Passage criteria.
                a) Select Subject.
                b) Select Estimated Reading Level.
                c) Select Genre.
                d) Select Sub-Genre.
                e) Enter Passage Name.
            2) Click Show Existing Passages.
            3) Select desired Passage.
            4) Click **Submit**.
        vi. Enter passage/graphic/stimulus in the first textbox. If a passage was selected in step 5 above, it will be pasted into this box.
        vii. Enter question stem in the second textbox.
        viii. For each score point possible, enter scoring criteria and exemplar information.

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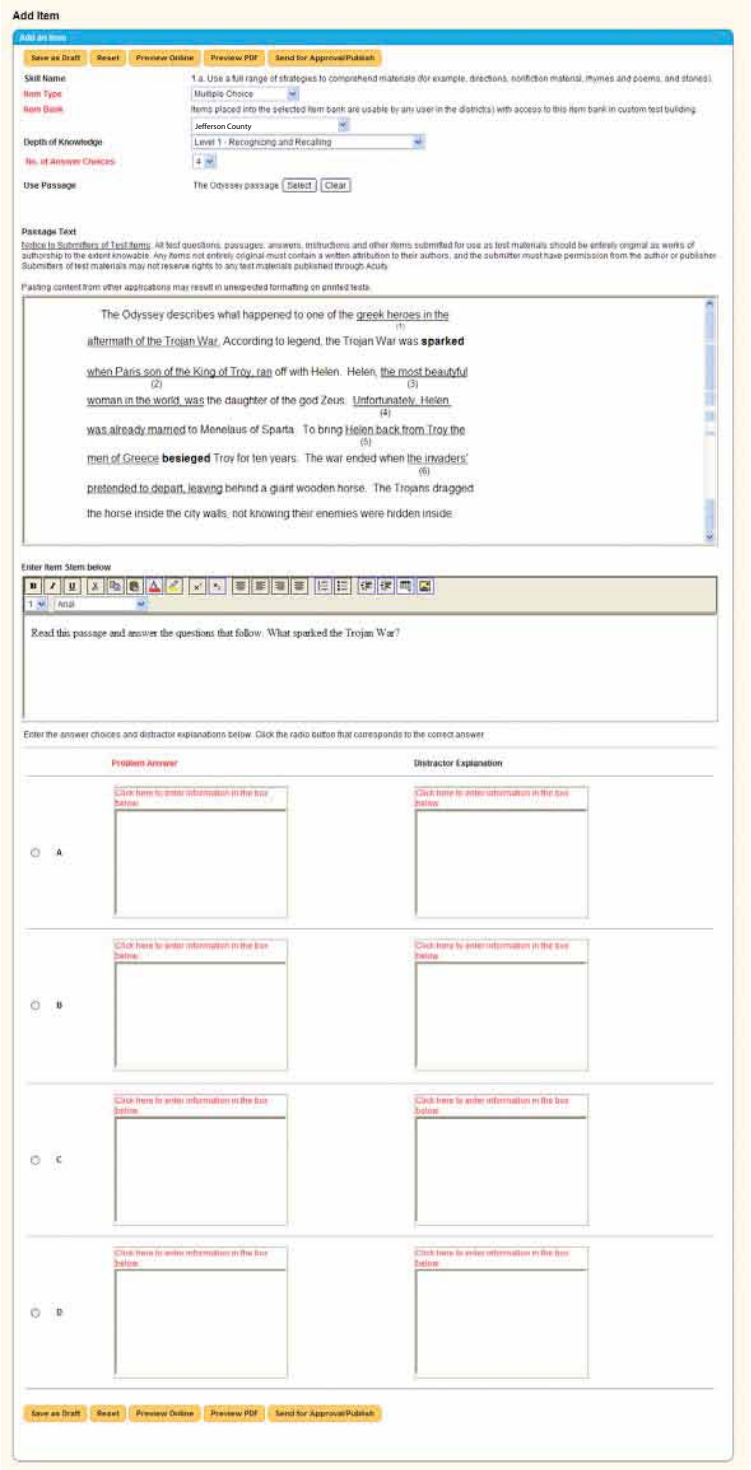
Add Item
Save as Draft
Reset
Preview Online
Preview PDF
Send for Approval/Publish
Skill Name
1.a. Use a full range of strategies to comprehend materials (for example, directions, nonfiction material, rhymes and poems, and stories).
Item Type
Multiple Choice
Item Bank
Items placed into the selected item bank are usable by any user in the district(s) with access to this item bank in custom test building.
Jefferson County
Depth of Knowledge
Level 1 - Recognizing and Recalling
No. of Answer Choices
4
Use Passage
The Odyssey passage
Select
Clear
Passage Text
Notice to Submitters of Test Items: All test questions, passages, answers, instructions and other items submitted for use as test materials should be entirely original as works of authorship to the extent knowable. Any items not entirely original must contain a written attribution to their authors, and the submitter must have permission from the author or publisher. Submitters of test materials may not reserve rights to any test materials published through Acuity.
Pasting content from other applications may result in unexpected formatting on printed tests.
The Odyssey describes what happened to one of the greek heroes in the aftermath of the Trojan War. According to legend, the Trojan War was sparked when Paris son of the King of Troy, ran off with Helen. Helen, the most beautyful woman in the world, was the daughter of the god Zeus. Unfortunately, Helen was already married to Menelaus of Sparta. To bring Helen back from Troy the men of Greece besieged Troy for ten years. The war ended when the invaders pretended to depart, leaving behind a giant wooden horse. The Trojans dragged the horse inside the city walls, not knowing their enemies were hidden inside.
Enter Item Stem below
Read this passage and answer the questions that follow. What sparked the Trojan War?
Enter the answer choices and distractor explanations below. Click the radio button that corresponds to the correct answer.
Problem Answer
Distractor Explanation
A
B
C
D
Save as Draft
Reset
Preview Online
Preview PDF
Send for Approval/Publish

11. Choose an option.
    a. Click **Save** to save the item for later editing.
    b. Click **Reset** to reset all fields on the page.
    c. Click **Preview Online** to view the item from a student's perspective.

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d. Click **Preview PDF** to view or print the item.

e. Click **Send for Approval/Publish** button. If this user's permission requires approval then the item will be sent to eligible approvers. If this user's permission does not require approval, the item is automatically marked as approved and will be published to production on an hourly basis.

12. Be sure to write down and keep track of the unique item number given in the confirmation message. This will help you locate the Item to include in tests.

Manage Existing Items or Passages

This feature allows you to edit existing test items or passages and re-send for approval.

1. Click **Tests** on the Main Menu.
2. Click **Authored Items**.
3. Click **Manage Items/Passages**.

   Note: If there are items that have become "orphaned," or have lost their alignment to your framework, you will see an **Orphaned Items** link. Click this link to realign these items to your framework.

4. Enter Search for Approve Items/Passages criteria.
   a. Select Item Bank.
   b. Select for (either Items or Passages)
      i. If Item is selected:
         1) Select Subject.
         2) Select a Status (either approved, draft, rejected or pending approval).
         3) Select Created by.
         4) Optionally enter Item Number(s) separated by commas to search by unique item number.

            Note: You can search for items using a wild card character. Enter at least two numbers before using the wild card (%), and be sure % is the last character in the number sequence.

      ii. If Passage is selected:
         1) Select Subject.
         2) Select Estimated Reading Level.
         3) Select a Status (either approved, draft, rejected or pending approval).
         4) Select Created By.
         5) Enter Passage Name.
5. Click **Show Existing Items** or **Show Existing Passages** to view a list of items or passages that meet the Search Criteria. Fields displayed include:
   a. Unique Item number for items or a Passage Name and optionally, Passage Number, for passages.
   b. Name of the person who created the item or passage.

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c. Creation Date.

d. Preview Online link allows the item or passage to be viewed from a student perspective.

e. Preview PDF link allows you to preview or print the item or passage.

f. Edit/View link allows the item or passage to be edited—including realigning the item—or viewed. Once an item is approved it can only be viewed.

g. Copy link allows the user to make a copy of the item or passage and saves it as a draft. The user may then edit the item or passage and submit for approval.

h. View Items Tied to this Passage is only available for passages. This link is available if there are existing items associated with the passage.

i. Status provides the status of the item or passage. Valid values include: Available for Use or Draft.

j. Delete Checkbox. An item can only be deleted if it has not been included in a custom test. A passage can be deleted only if there are no items tied to the passage. Items and passages may be deleted by the creator, district administrator, or super user. Click the corresponding delete checkbox and click **Delete Selected Items/Passages**.

k. Disable is available if an item tied to the passage has been used in a custom test. Marking a *passage* as disabled prevents users from finding the passage and adding additional items to the passage. Existing items tied to the passage are available in custom test. Disabling an *item* prevents users from finding and using the item. It does not prevent users from finding the passage and adding additional items or using other existing items that are tied to the passage.

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Chapter 6: Instructional Resources

Note: Online Instructional Resources are not available with all programs.

Instructional Resources can be assigned to students to provide guided practice and instructions on all skills. These resources can be used to supplement classroom instructions or to provide targeted remediation or review. Instructional Resources can be assigned by standard or by student. Resources can be assigned manually, or the assessment tool can automatically assign appropriate Instructional Resources based on test results, if that option is set at the time the test is assigned.

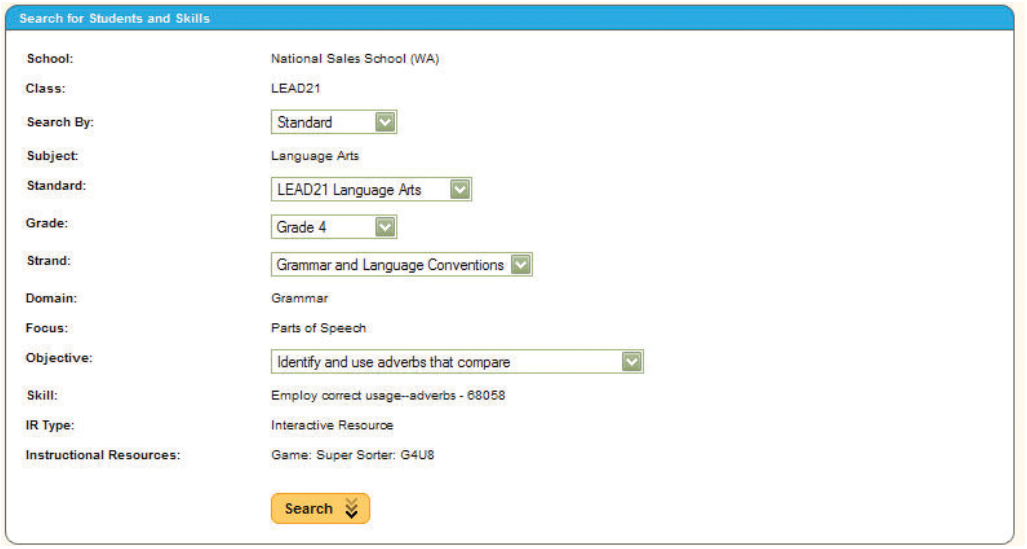
Assign by Standard

This allows an educator to assign instructions by state-defined standards.

Note: You can assign Instructional Resources by standard based on performance Tier (for ELA or Math only), by drilling down in the Class Assessment Report.

Assign an Instructional Resource by Standard

1. Click **Instructional Resources** on the Main Menu.
2. Click **Assign By Skill/Standard**.
3. Enter Search criteria.
    a. Select a School.
    b. Select a Class.
    c. Select a Subject.
    d. Select a Standard.
    e. Select a Grade.
    f. Select information for the desired standard. These fields will vary depending on your state-defined standards.



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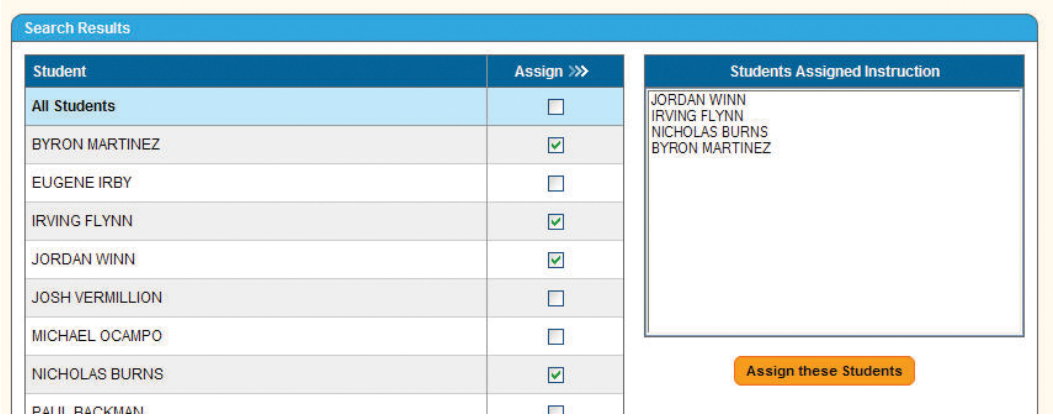
4. Click **Search** to view a list of students.
5. Click the corresponding checkboxes of students to whom you wish to assign the Instructional Resource.



6. Click **Assign These Students** to assign the exercise and to view an online confirmation.

Assign By Student

This allows the educator to assign an instruction by student.

Assign an Instructional Resource by Student

1. Click **Instructional Resources** on the Main Menu.
2. Click **Assign By Student**.
3. Enter Search criteria.
    a. Select a School.
    b. Select a Class.
    c. Select a Student.
    d. Select a Subject.
    e. Select a Standard.
    f. Select a Grade.
    g. Select information for the desired standard. These fields will vary depending on your state-defined standards.

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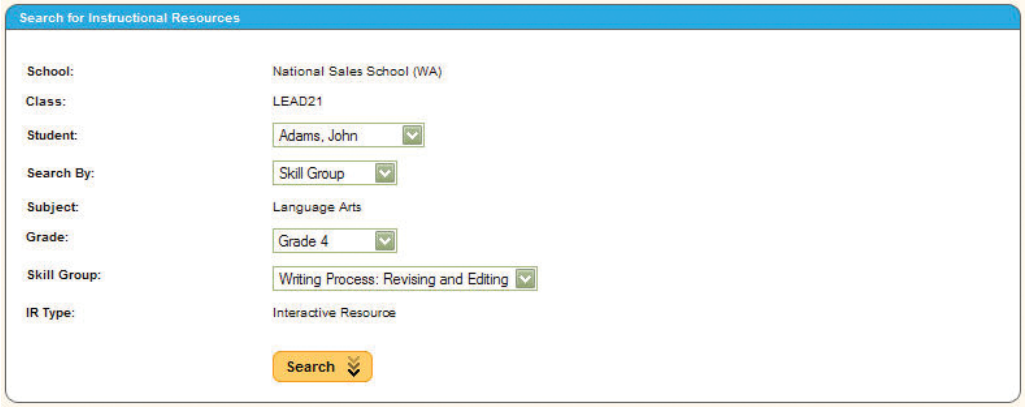
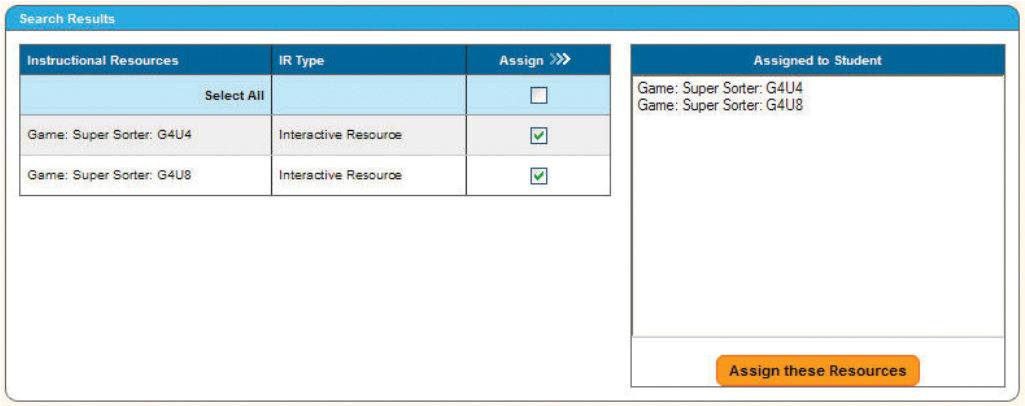
4. Click **Search** to view a list of Instructional Resources that meet the Search criteria.



5. Click the corresponding checkboxes of Instructional Resources you wish to assign to the student.
6. Click **Assign These Resources** to assign the instructional exercise and to view an online confirmation.



View/Print Instructional Resources

This allows an educator to preview the instructional resources online or print the instructional resource.

Preview/Print an Instructional Resource

1. Click **Instructional Resources** on the Main Menu.
2. Click **Preview/Print**.
3. Select Search for Skills By
    a. If Skill Group is selected:
        i. Select a Subject.
        ii. Select a Grade Level.
        iii. Select a Skill Group.

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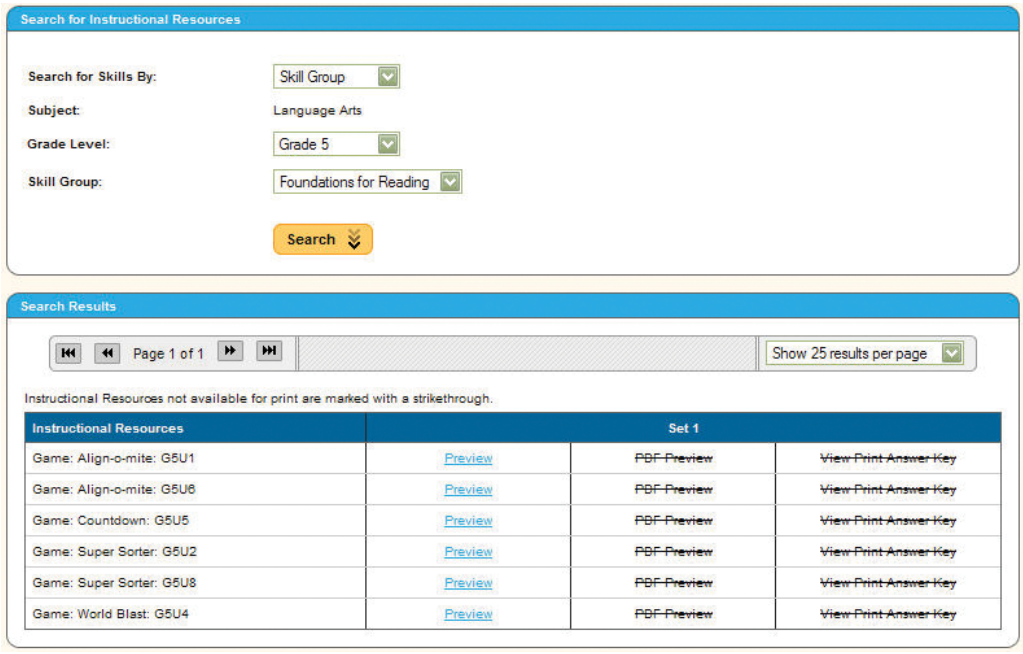
b. If Standard is selected:

i. Select a Subject.

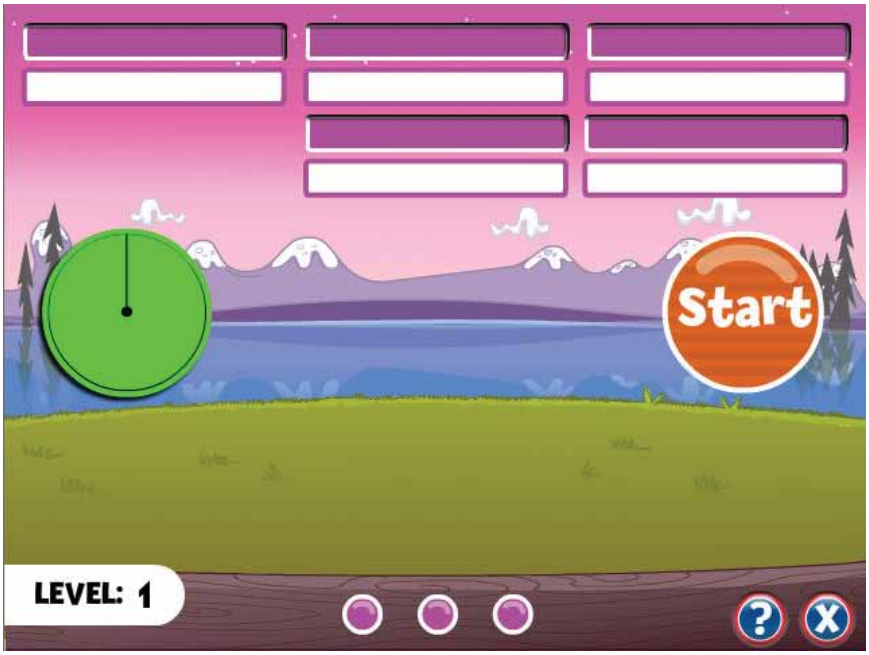
ii. Select Standard.

iii. Select information for the desired standard. These fields will vary depending on your state-defined standards.

4. Click **Search** to view a list of items that meets the Search criteria.



5. From the Search Results box, click **Preview** to view the desired exercise online. Close the pop-up box when you are finished viewing.



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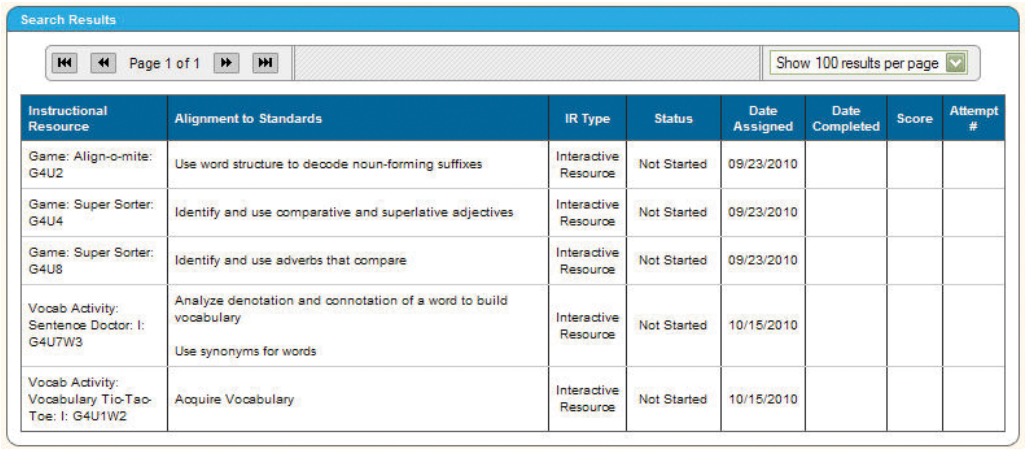
View Status

This allows an educator to view completion status, scores and results by student or skill group of instructional resources that were taken online. If an instructional resource was completed offline via paper and pencil, the results will not be included.

Status by Student

1. Click **Instructional Resources** on the Main Menu.
2. Click **Reports by Student**.
3. Enter Search for Instructional Resources reports criteria.
    a. Select a School.
    b. Select a Class.
    c. Select a Subject.
    d. Select a Student.
    e. Select an Assign Date range.
    f. Select a Status.
4. Click **Search** to view a list of Instructional Resources that meets the Search criteria. Fields displayed include:
    a. Instructional Resource name.
    b. Alignment to Standards.
    c. Status.
    d. Date Assigned.
    e. Date completed.
    f. Score.
    g. Attempt #.



Instructional Resource	Alignment to Standards	IR Type	Status	Date Assigned	Date Completed	Score	Attempt #
Game: Align-o-mite: G4U2	Use word structure to decode noun-forming suffixes	Interactive Resource	Not Started	09/23/2010			
Game: Super Sorter: G4U4	Identify and use comparative and superlative adjectives	Interactive Resource	Not Started	09/23/2010			
Game: Super Sorter: G4U8	Identify and use adverbs that compare	Interactive Resource	Not Started	09/23/2010			
Vocab Activity: Sentence Doctor: I: G4U7W3	Analyze denotation and connotation of a word to build vocabulary Use synonyms for words	Interactive Resource	Not Started	10/15/2010			
Vocab Activity: Vocabulary Tic-Tac-Toe: I: G4U1W2	Acquire Vocabulary	Interactive Resource	Not Started	10/15/2010			

5. Click the corresponding Score link to view details of all items answered by the student for the Instructional Resource in the order the student saw them.
6. Click **Close Window** to close the window and return to the summary of test results page.

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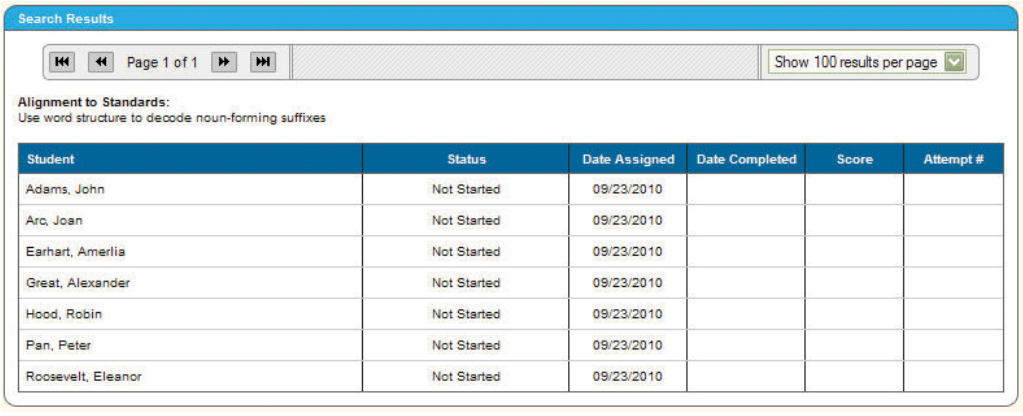
Status by Skill/Standard

1. Click **Instructional Resources** on the Main Menu.
2. Click **Reports by Skill/Standard**.
3. Enter Search for Instructional Resources reports criteria.
    a. Select a School.
    b. Select a Class.
    c. Select to search by Skill Group or Standard.
    d. Select a Subject.
    e. Select a value for the top level filter (default is "any").
    f. Select a Grade.
    g. Select a value for each level filter presented (default is "any").
    h. Select an Instructional Resource.
    i. Select Status.
    j. Select an Assign Date range. Default range is from August 1 of current school year to current date.
4. Click **Search** to view a list of students who have been assigned the Instructional Resources. Fields displayed include:
    a. Alignment (Text of GLE(s) to which this skill is aligned in the framework).
    b. Student.
    c. Status (Complete or Not Started).
    d. Date Assigned.
    e. Date Completed.
    f. Score.
    g. Attempt #.


Search Results
Page 1 of 1
Show 100 results per page
Alignment to Standards:
Use word structure to decode noun-forming suffixes

Student	Status	Date Assigned	Date Completed	Score	Attempt #
Adams, John	Not Started	09/23/2010			
Arc, Joan	Not Started	09/23/2010			
Earhart, Amerlia	Not Started	09/23/2010			
Great, Alexander	Not Started	09/23/2010			
Hood, Robin	Not Started	09/23/2010			
Pan, Peter	Not Started	09/23/2010			
Roosevelt, Eleanor	Not Started	09/23/2010			

5. Click the corresponding Score link to view details of all items answered by the student for the Instructional Resource in the order the student saw them.

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Chapter 7: Reports

The assessment tool provides robust reporting capabilities. Reports are structured by assessment type and are available at multiple levels of aggregation. Reports may be available at student, class, school, and district level depending on the user role.

Many of the reports contain hyperlinks that allow the user to navigate from one report to another report for additional assessment data (e.g., users can navigate from a Student-level Assessment report to a Student-level Item Analysis report for the same assessment).

Item statistics are available at a district, school or class level. Item statistics include P-value (percent of respondents who answered the time correctly), number of respondents, number and percentage of respondents choosing each option, and depth of knowledge.

The tables below define the reports and identify the reports by level that are available.

Report Descriptions

Report Name	Description
Assessment Reports	Identifies areas of strengths and weaknesses for individuals or groups relative to the state standards.
Item Analysis Reports	Shows how an individual or group performed on each item of an assessment.
Portfolio Reports	Shows a summary of all the assessments taken by a student in the assessment tool system.
Roster Reports	Shows the percent correct by either students, class, school or district.
Summary Reports	Compares how an individual or group performed across the school year.

Report Availability by Level

		Level of Reporting → / Report Type ↓	Student level	Class level	School level	District level
Type of Assessment ↕	Diagnostic	Assessment Reports	•	•	•	•
		Item Analysis Reports	•	•	•	•
		Roster Reports	N/A	•	•	•
		Summary Reports	•	•	•	•
	Custom	Assessment reports	•	•	•	•
		Roster Report	N/A	•	•	•
		Summary Report	•	•	•	•
		Item Analysis Report	•	•	•	•
	All	Portfolio Report	•	N/A	N/A	N/A

The process of accessing a report is similar for all reports. Below is an example of how to access the Diagnostic Roster report.

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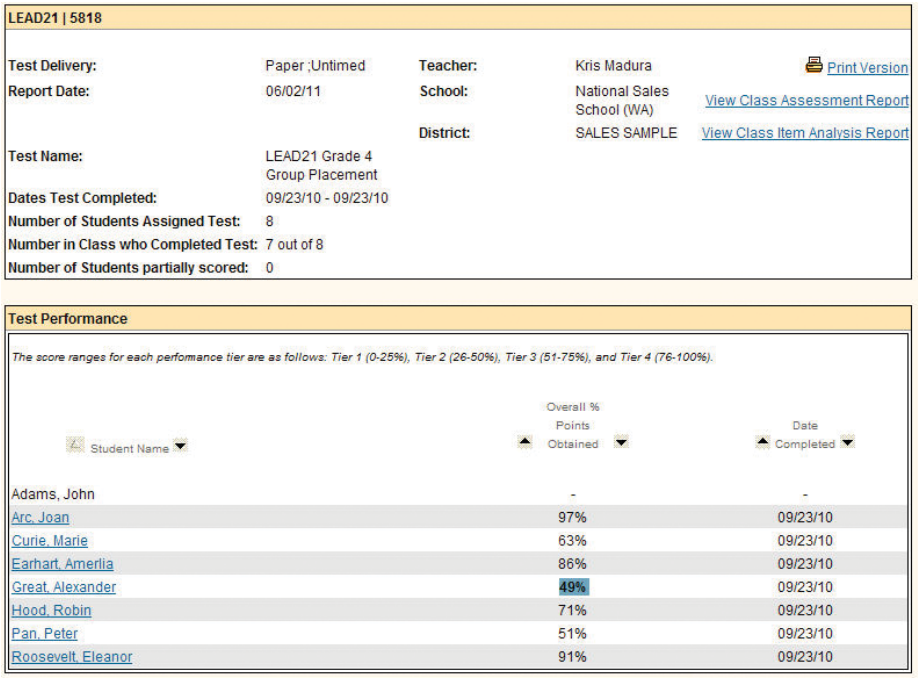
Access Diagnostic Roster Report

1. Click **Reports** on the Main Menu.
2. Click **Roster Report**.
3. For a Class Roster Report:
    a. Select a Subject.
    b. Select an Assessment Type.
    c. Select a School.
    d. Select a Class.
    e. Select an Assessment.
4. For a School Roster Report:
    a. Select a Subject.
    b. Select an Assessment Type.
    c. Select a School.
    d. Select a Grade of Assessment.
    e. Select an Assessment.
5. For a District Roster Report:
    a. Select a Subject.
    b. Select an Assessment Type.
    c. Select a Grade of Assessment.
    d. Select an Assessment.
6. Click **Get Report**.

The following is a sample Class Roster Report for a Group Placement test.



LEAD21 | 5818

Test Delivery:	Paper ;Untimed	**Teacher:**	Kris Madura	Print Version
Report Date:	06/02/11	**School:**	National Sales School (WA)	View Class Assessment Report
		District:	SALES SAMPLE	View Class Item Analysis Report
Test Name:	LEAD21 Grade 4 Group Placement			
Dates Test Completed:	09/23/10 - 09/23/10			
Number of Students Assigned Test:	8			
Number in Class who Completed Test:	7 out of 8			
Number of Students partially scored:	0			

Test Performance

The score ranges for each performance tier are as follows: Tier 1 (0-25%), Tier 2 (26-50%), Tier 3 (51-75%), and Tier 4 (76-100%).

Student Name	Overall % Points Obtained	Date Completed
Adams, John	-	-
Arc, Joan	97%	09/23/10
Curie, Marie	63%	09/23/10
Earhart, Amerlia	86%	09/23/10
Great, Alexander	49%	09/23/10
Hood, Robin	71%	09/23/10
Pan, Peter	51%	09/23/10
Roosevelt, Eleanor	91%	09/23/10

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Note: Fields will vary based on the level at which you ran the report.

This report is divided into the following two sections:

The **Header** section provides the mode of delivery of the test, the date of the report, the name of the teacher assigned to the class as well as the school and district, the name of the test, the number of students assigned and who completed the test.

The **Test Performance** section list the students in the class along with their overall percentage of points obtained on the assessment (performance tier) and the date the assessment was completed.

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Chapter 8: Student Experience

Similar to an educator, a student logs in to the assessment tool using a unique user name and password. Upon a successful login, students can take tests that have been assigned, complete assigned exercises, and view reports about test results.

Logging in

1. Open your web browser and type in the URL for your assessment program. This information should have been given to you by your teacher.
2. Enter User Name.
3. Enter Password.
4. Click **GO** or **Enter Site** to validate your entries and display the Home page.
   If your entries are not valid, the User Login page displays again. If this occurs, check your entries for typos and try again.
5. Click the assessment button (this could be labeled "eAssessment" or "Assessment Management" or something similar), or choose an activity from those offered. The options offered depend on your assessment program.

Recovering Passwords

If a student forgets his or her password, depending on permissions either a teacher, school administrator, and/or district administrator may reset the password.

Exploring the Student Home Page

The Home page is the first page you see when accessing the system. It is your starting point for navigating the student experience.

Take a Test

By choosing to **take a test**, students can access assessments that are assigned to them. Assignments are displayed in descending order by assignment start date, meaning the most recent assignments are listed first. A student can only start a test if the current date falls between the begin test date and end test date. A student cannot resume a completed assignment.

NOTE: To increase readability in the assessment tool, a student can select Control and "+" multiple times to increase font size. Select Control and "-" to decrease font size.

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Chapter 9: Score and Scan Processing for Image Based Scanners Using vCapture Express

Introduction to Scanning and Scoring

Although your assessment system is a product that supports online testing and enrichment activities, you may find it necessary or desirable to do some or all of your testing using paper and pencil. You can then scan student answer documents and load the test results into your assessment system for scoring and reporting of test results. This scanning and scoring capability provides the flexibility to combine the results of both online and paper/pencil testing for reporting purposes.

To achieve maximum benefit when scanning, you will use your assessment system for some tasks and the free, downloaded vCapture software to print pre-coded answer sheets, scan test results, and upload the results to your assessment system for reporting.

This chapter will lead you through the sequence of steps that need to be completed to accomplish your goal of scanning student test scores and loading them into your assessment system for reporting, using an image based scanner.

This chapter is divided into sections based on where you are in the scanning process: from selecting a scanner, to one-time setup instructions, to tasks that must be completed prior to each test administration, and finally to tasks that must be completed after each test administration.

Overview of Creating, Scanning, Scoring, and Verifying Data

Before you begin the process of scanning and scoring, there are a number of activities that must take place.

First you must acquire and install a compatible scanner and download the appropriate scanner software. Then you must acquire test booklets and print answer sheets for all of your students to mark their responses.

In addition, student information must be entered in your assessment system. You must create a test assignment and assign the tests to your students. Finally, you must administer the test. Once you have the students' completed answer documents, you are ready to start the scanning and scoring process.

vCapture Express is designed to work seamlessly with your assessment system. Once the students' answer documents are ready to be scanned, the scanning software "reads" the students' responses and creates a data file, which you then upload into your assessment system. You are in control of data integrity during the scanning process, and will be able to choose how to resolve any remaining data issues after the file has been uploaded into your assessment system.

Section 1: Selecting a Scanner

Scanner Options

vCapture Express supports image scanners that have TWAIN drivers. The recommendation is to use a TWAIN based image scanner with an ADF (Auto Document Feeder). These TWAIN based image scanners can be connected to your PC via USB or through a network. To see if your image scanner has a TWAIN driver, please visit the scanner's manufacturer's website for additional information.

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TWAIN is a standard software protocol and applications programming interface (API) that regulates communication between software applications and imaging devices such as scanners and digital cameras. Most imaging devices have TWAIN compliant drivers that come with the scanner.

Section 2: Initial Setup

The following steps must be completed before you can begin the scanning process:

1. Install scanning drivers and connect the scanner to your PC.
2. Install the scanning software vCapture Express.
3. Choose a scanner within vCapture.

Install Scanner

Both the scanner and the scanner software must be installed according to the manufacturer's instructions.

Download and Install vCapture Express

vCapture Express is an application that is used to support image based scanning in your assessment system. This application can print pre-populated answer sheets, and scan data from completed test forms and upload the results to your assessment system for reporting. The vCapture software should be installed only on the computer connected to the scanner.

System Requirements for vCapture

vCapture Express works with the following operating systems:

- Windows 2000
- Windows XP

Minimum supported requirements are as follows:

- TWAIN scanner drivers for connected scanner
- 256 MB RAM
- 100 MB free hard drive space
- Pentium 3 or greater – 500 Mhz or more
- True Color Video Card (24 0r 32 bits – 16.8 million colors) – 1024 × 768

Install vCapture Express

1. Open a web browser and enter the following address:
   http://client.acuityforschools.com/forms/vCaptureExpressSetup-reg-thanks.php
2. Click the link **vCaptureExpressSetup.exe** to begin downloading the software.

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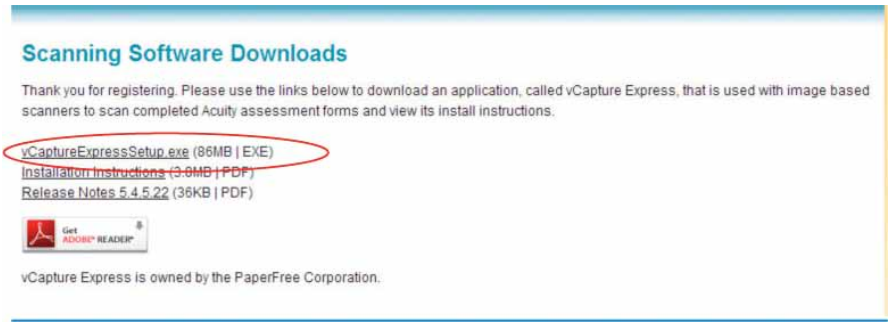
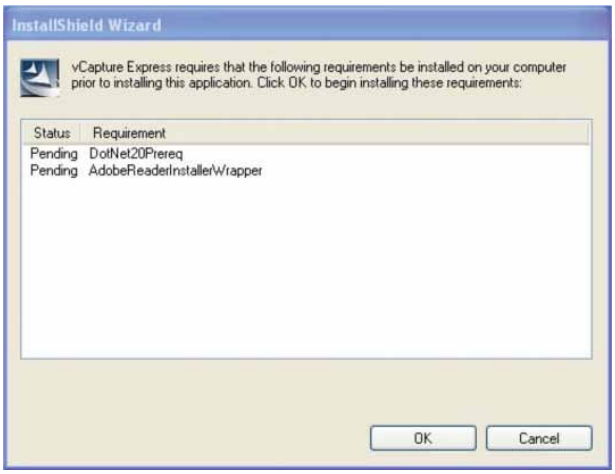

Scanning Software Downloads
Thank you for registering. Please use the links below to download an application, called vCapture Express, that is used with image based scanners to scan completed Acuity assessment forms and view its install instructions.
vCaptureExpressSetup.exe (86MB | EXE)
Installation Instructions (3.0MB | PDF)
Release Notes 5.4.5.22 (36KB | PDF)
vCapture Express is owned by the PaperFree Corporation.

3. Click **Save** to save the executable on your computer to install later, or click **Run** to begin the installation. If Internet Explorer presents an "Unknown Publisher" security warning, click **Run**.

   Note: if you need to install this program on multiple computers, you can download the software on to your desktop and then copy the software onto a CD or thumb drive for distribution.

4. vCapture Express requires the .NET 2.0 Framework or later and Adobe Acrobat Reader 5.2 or later. If either prerequisite is not detected when the installer is launched, the prerequisites dialog appears and prompts the user to install the necessary prerequisites. Click **OK** and follow the prompts and instructions to install the software as needed.


InstallShield Wizard
vCapture Express requires that the following requirements be installed on your computer prior to installing this application. Click OK to begin installing these requirements:
Status
Requirement
Pending DotNet20Prereq
Pending AdobeReaderInstallerWrapper
OK
Cancel

5. Once the prerequisites are installed, the Welcome screen displays. Click **Next** to proceed with the installation.

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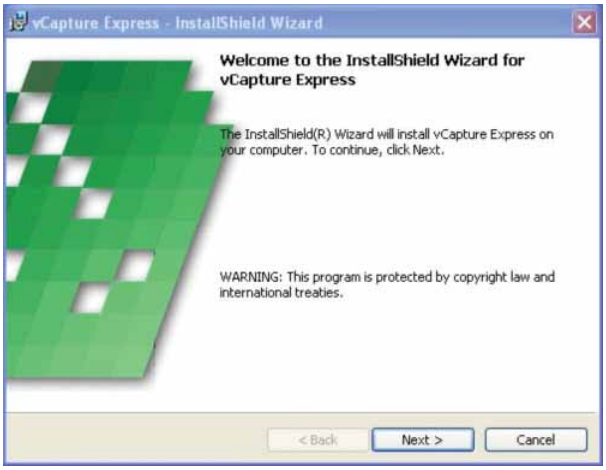
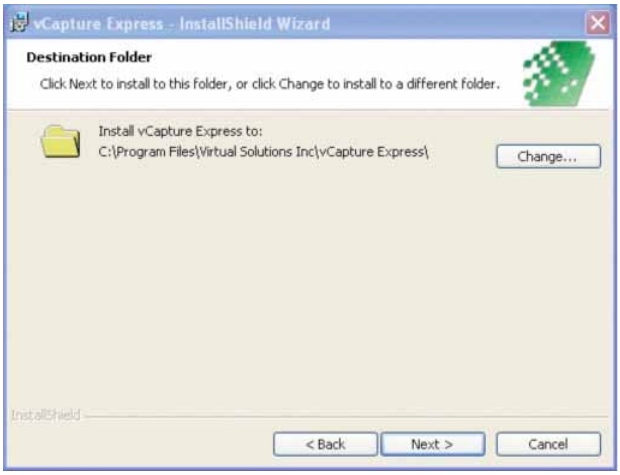

vCapture Express - InstallShield Wizard
Welcome to the InstallShield Wizard for vCapture Express
The InstallShield(R) Wizard will install vCapture Express on your computer. To continue, click Next.
WARNING: This program is protected by copyright law and international treaties.
< Back
Next >
Cancel

6. Accept the terms of the vCapture Express license agreement and click **Next**.
7. Accept or change the default location where vCapture Express will be installed.
    a. To accept the default location, click **Next**.
    b. To change the default location, click **Change**, select a folder to install vCapture Express and then click **Next**.
8. Accept or change the default location where vCapture Express will look for your assessment system roster files. This will be the first location a user will be taken to when loading roster files. It does not prevent a user from browsing other folders to locate a roster file.
    a. To accept the default location, click **Next**.
    b. To change the default location, click **Change**, select a default folder for roster files, and then click **Next**.


vCapture Express - InstallShield Wizard
Destination Folder
Click Next to install to this folder, or click Change to install to a different folder.
Install vCapture Express to:
C:\Program Files\Virtual Solutions Inc\vCapture Express\
Change...
InstallShield
< Back
Next >
Cancel

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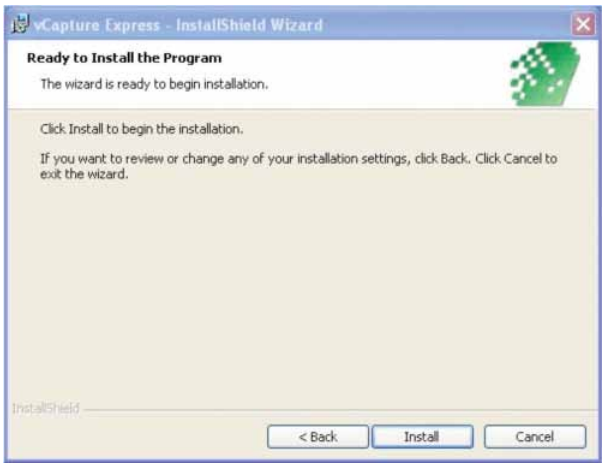
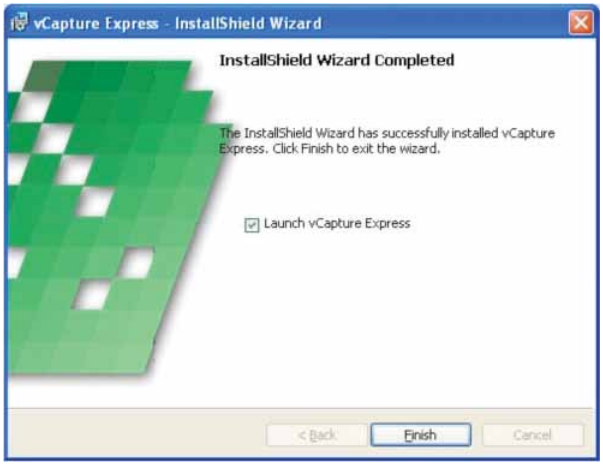
9. Click **Install** to proceed with the installation. The finish install screen is displayed when the installation is complete.


vCapture Express - InstallShield Wizard
Ready to Install the Program
The wizard is ready to begin installation.
Click Install to begin the installation.
If you want to review or change any of your installation settings, click Back. Click Cancel to exit the wizard.
InstallShield
< Back
Install
Cancel

10. Click **Finish** to close the installer.


vCapture Express - InstallShield Wizard
InstallShield Wizard Completed
The InstallShield Wizard has successfully installed vCapture Express. Click Finish to exit the wizard.
Launch vCapture Express
< Back
Finish
Cancel

Choose a Scanner within vCapture

You must choose which scanner vCapture Express should use.

Choose a Scanner

1. In vCapture Express, click **Scan** on the main menu.
2. Select **Choose Scanner**.
3. Select the scanner to be used and click **Select**.

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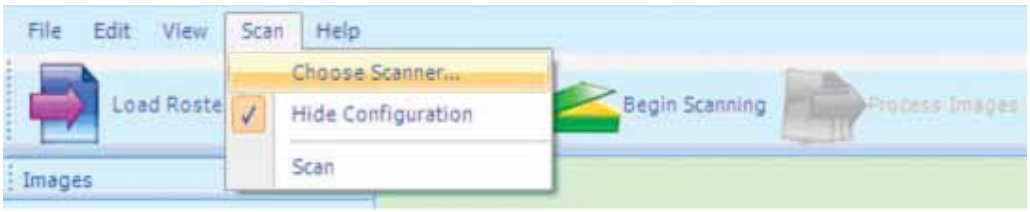

Section 3: Prior to Test Administration

A number of tasks must be completed prior to administering the test.

1. Create an assignment.
2. Generate the test assignment Roster file for pre-coded answer sheets.
3. Print/Obtain answer sheets.
4. Print/Obtain test booklets.

Then you are ready to administer the assessment.

Create an Assignment

An assignment must be created in your assessment system before a roster file can be created or result files can be uploaded. This is to ensure that the answer keys are matched to the correct assignment and students. To assign an assessment to your students, within your assessment system click **Tests/Assignments** or **Tests/Custom Tests/Assign** from the main menu.

Generate the Test Assignment Roster file

The assessment system provides the ability to create a roster file in a .csv format that is used to create pre-coded student answer sheets. These answer sheets can be printed in your school or district from most any type of printer.

The pre-coding process involves printing student and test identification information on the answer sheet prior to test administration. Pre-coding is highly recommended for accuracy and to reduce the amount of exception processing.

The roster file is typically generated weeks in advance of the test to provide the district or vendor with enough time to produce the answer sheets. However, there is no requirement that mandates a specific number of days. The assessment must be assigned to students in the assessment system before a roster file can be created.

Generate Test Assignment Roster file

1. Click **Tests** on the Main Menu.
2. Click **Scoring and Scan Processing**.
3. Click **Generate Test Assignment Roster File**.

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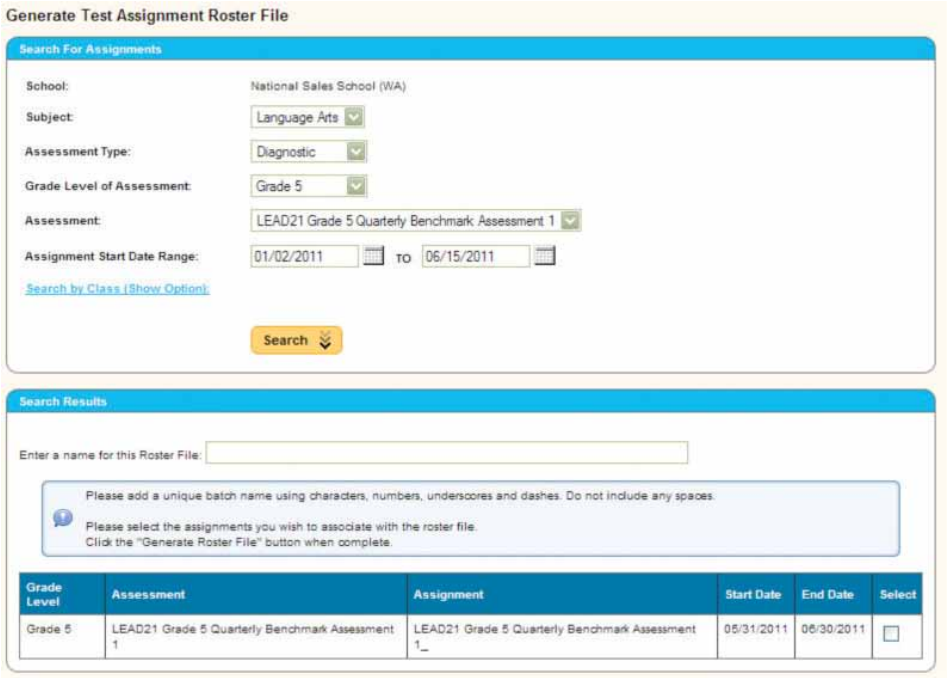
4. Enter Search criteria.
    a. Select Subject.
    b. Select Assessment Type.
    c. Select Grade Level.
    d. Select Assessment.
    e. Enter Assignment State Date Range.
5. Click **Search**.



6. Enter a name for this Roster File. A valid file name consists of characters, numbers, underscores, and dashes. The name many not include spaces or other special characters.
7. Click the corresponding checkboxes for the assignments you wish to associate with the roster file.
8. Click **Generate Roster File** to create the roster file in a .csv format.

View Test Assignment Roster File

1. Click **Tests** on the Main Menu.
2. Click **Scoring and Scan Processing**.
3. Click **View Test Assignment Roster File**.
4. Enter a date range for when the file was created.
    a. Enter a **File Create Begin Date**.
    b. Enter a **File Create End Date**.

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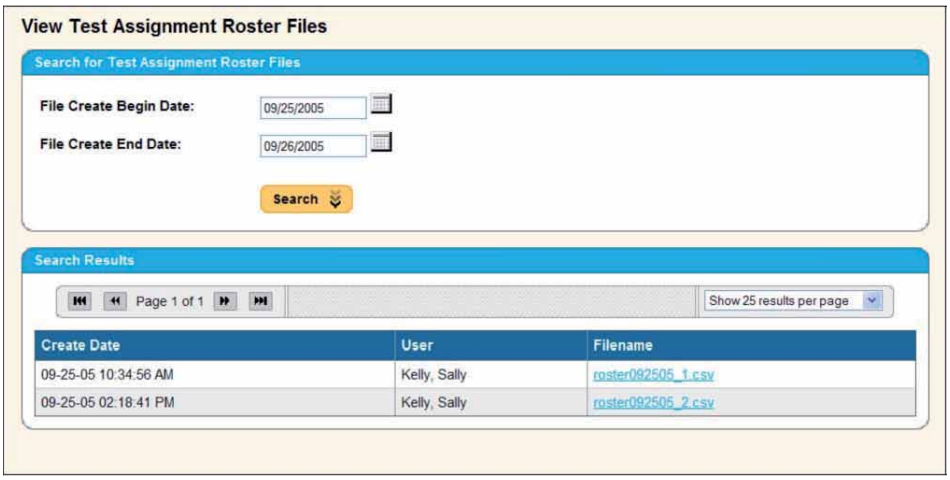
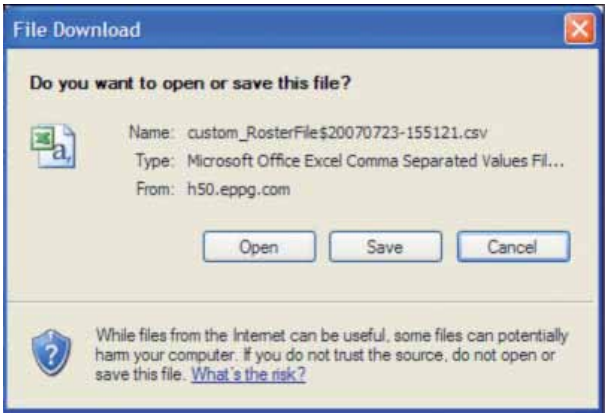
5. Click **Search** to view all roster files that were created with the selected date range.



6. Click on the Filename link to save the file to your computer. Select the location to save your file. The file contains the following fields: Student ID, Student First Name, Student Last Name, Grade, School, Class ID, Class Name, Teacher First Name, Teacher Last Name, and Subject.


File Download
Do you want to open or save this file?
Name: custom_RosterFile$20070723-155121.csv
Type: Microsoft Office Excel Comma Separated Values Fil...
From: h50.eppg.com
Open
Save
Cancel
While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?

Print/Obtain Answer Sheets

vCapture Express provides the functionality to print pre-coded answer sheets. A roster file must first be created in your assessment system and imported into vCapture before pre-coded answer sheets can be printed.

Blank answer sheets can be printed from your assessment system or vCapture.

Load a Roster File

1. Launch vCapture Express. If you do not have a shortcut on your desktop, click **Start** in the Windows task bar, click **All Programs,** and click on **vCapture Express** from the list.
2. If applicable, click **OK** on the Welcome to VCapture Express window.

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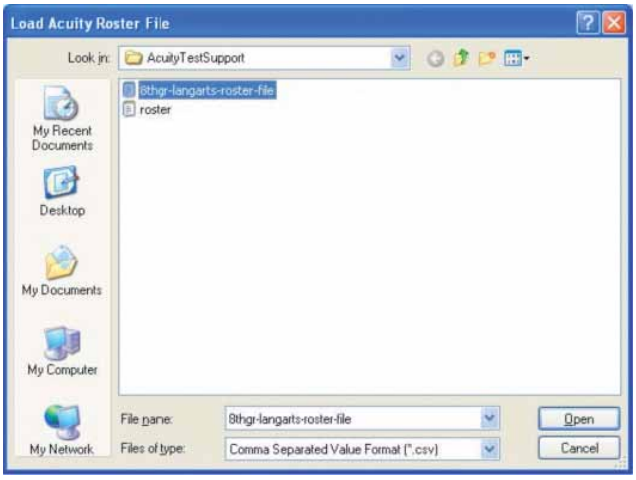
3. Click **Load Roster** on the main menu to display the default directory for roster files. This directory was defined when VCapture was installed.

4. If the desired roster file is not found in this default directory, browse to the location of the desired file. Select the desired roster file.



5. Click **Open**.
6. Click **OK** to confirm that the roster file is successfully loaded.
7. The status bar at the bottom of the screen is updated with the path of the loaded file.

Print Pre-coded Answer Sheet

1. Click **Print Tests** from the main menu of vCapture Express to display the print dialog window.

2. Select from the various options.
    a. In the Printer section, the current default printer is selected. To choose a different printer, click on the drop down arrow and select the desired printer.

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b. Select a Test Template.

   i. Select **CR Scoring Answer Sheet** if you will be entering constructed response scores on the answer sheet.

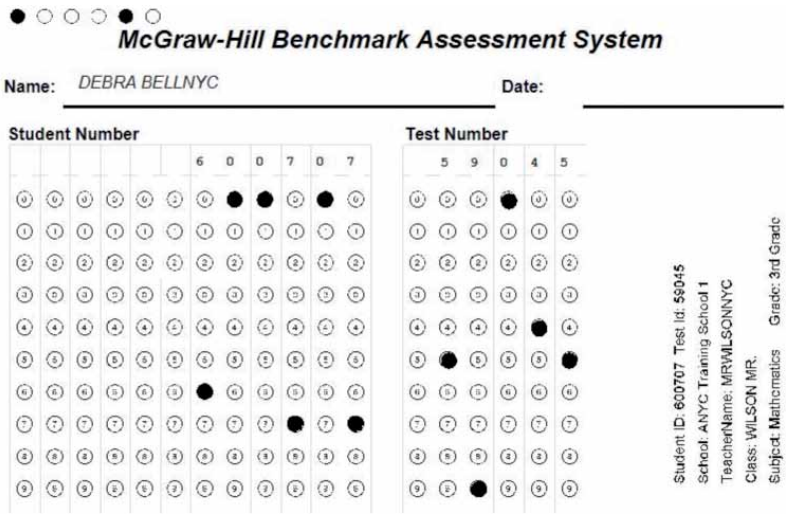
   ii. Select **Generic Answer Sheet** if there are no constructed response questions or if you will be entering constructed response scores online through your assessment system.

   iii. Select **Assessment Tool Algebra Answer Sheet** for assessments that have an ABCDE answer choice.

   iv. Select **Grid-in Answer sheet** if some of the test questions are grid-in items, to allow educators to score the grid-in items on the answer sheet.

c. In the Roster File section, the path to the currently loaded roster file is displayed. If no roster file is loaded, this path is blank. To load a roster file, click **Browse** and choose the desired roster file.

d. Once a roster file is loaded, the checkbox **Pre-populated forms from roster file** is checked. This means the information from each line in the roster file (student number, test number, etc.) will be printed on an answer sheet. Below is a sample answer sheet.



e. The Test Number section is set to "**User roster file**" to indicate that the pre-printed test number will be pulled from the roster files.

f. In the Copies section, the "**Forms to print**" counter is disabled and the number of lines in the loaded roster file is displayed which will be an indicator of how many sheets will be printed.

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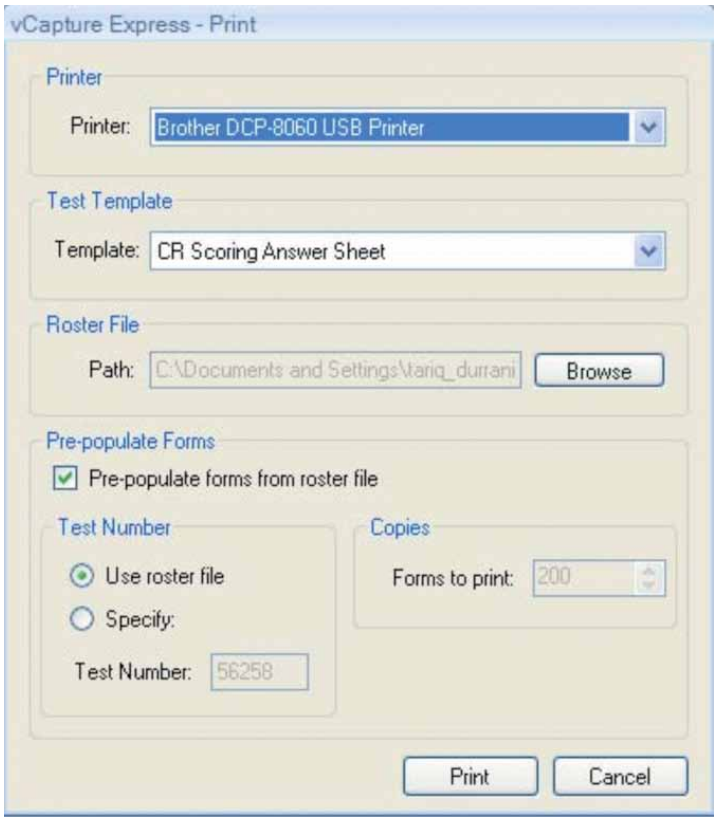
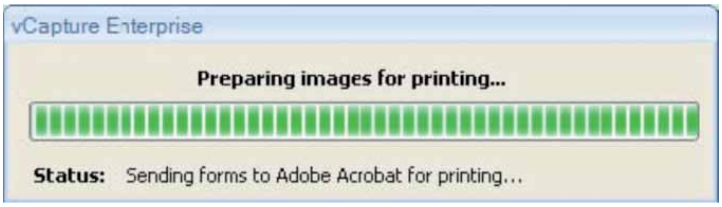


3. Click **Print**. A dialog displays the progress of preparing the forms.



4. Once the forms are prepared, Adobe Acrobat Reader is launched and the forms are sent to that application for printing.
5. When the forms have been spooled to the printer, the progress dialog disappears and printing will begin when the printer is ready.

Print Blank Generic Answer Sheets

If you are not using pre-coded answer sheets, you may print blank answer sheets in vCapture Express or your assessment system.

Print Generic Answer Sheets in your assessment system

1. In your assessment system, click **Tests** on the main menu.
2. Click **Scoring and Scan Processing**.

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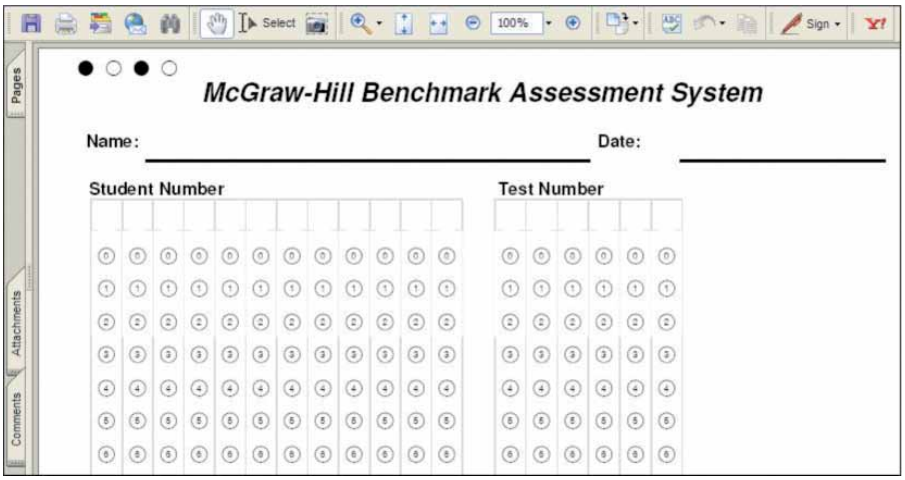
3. Click on the type of answer sheet you want to print.
    a. Click **Download Generic Answer Sheets** if your assessment contains only multiple choice questions or if you plan to score constructed response questions online.
    b. Click **Download Generic Answer Sheet – CR Scoring** if your assessment contains constructed response questions for which scores will be entered on the answer sheet.
    c. Select **Assessment Tool Algebra Answer Sheet** for assessments that have an ABCDE answer choice.
    d. Select **Grid-in Answer Sheet**, if some of the test questions are grid-in items, to allow educators to score the grid-in items on the answer sheet.
4. Click **OK**.
5. Click the "save" icon to save the answer sheet to your computer or click the "print" icon to print the answer sheet.



Print Generic Answer Sheets in vCapture Express

1. Click **Print Tests** from the main menu of vCapture Express to display the print dialog window.

2. Select from the various options.
    a. In the Printer section, the current default printer is selected. To choose a different printer, click the drop down arrow and select the desired printer.
    b. Select a Test Template.
        i. Select **CR Scoring Answer Sheet** if you will be entering constructed response scores on the answer sheet.

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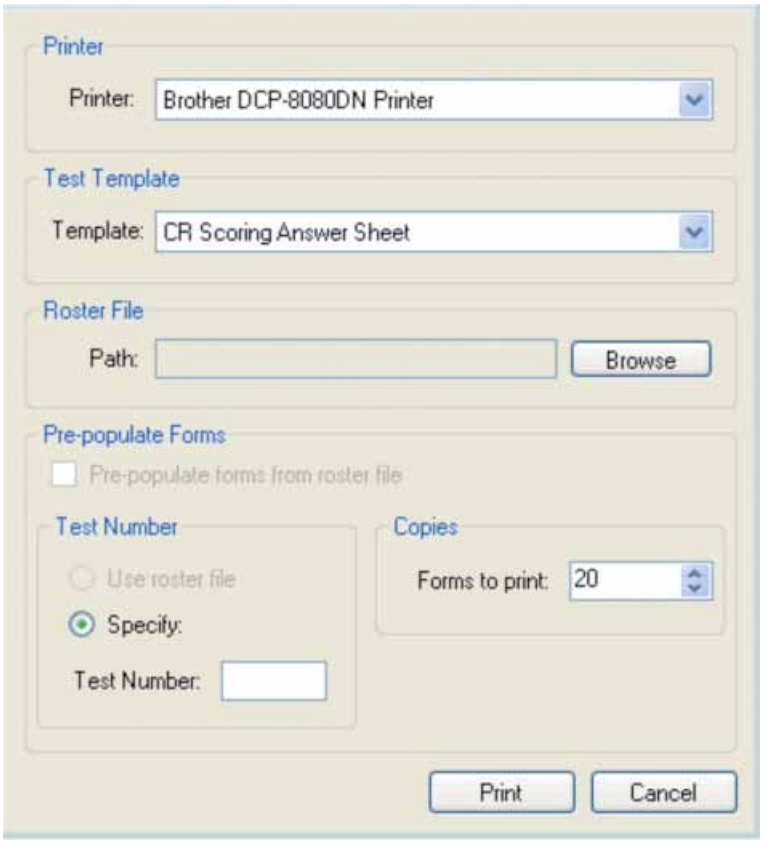
ii. Select **Generic Answer Sheet** if there are no constructed response questions or if you will be entering constructed response scores online through your assessment system.

iii. Select **Assessment Tool Algebra Answer Sheet** for assessments that have an ABCDE answer choice.

iv. Select **Grid-in Answer Sheet**, if some of the test questions are grid-in items, to allow educators to score the grid-in items on the answer sheet.

Uncheck the "Pre-populate forms from roster file" checkbox and select the number of copies desired.

3. Click **Print**.



Print/Obtain Test Booklets

Your assessment system provides the functionality to print test booklets.

Print Test Booklet

1. Click **Tests** on the main menu.
2. Click **Preview/Print**.

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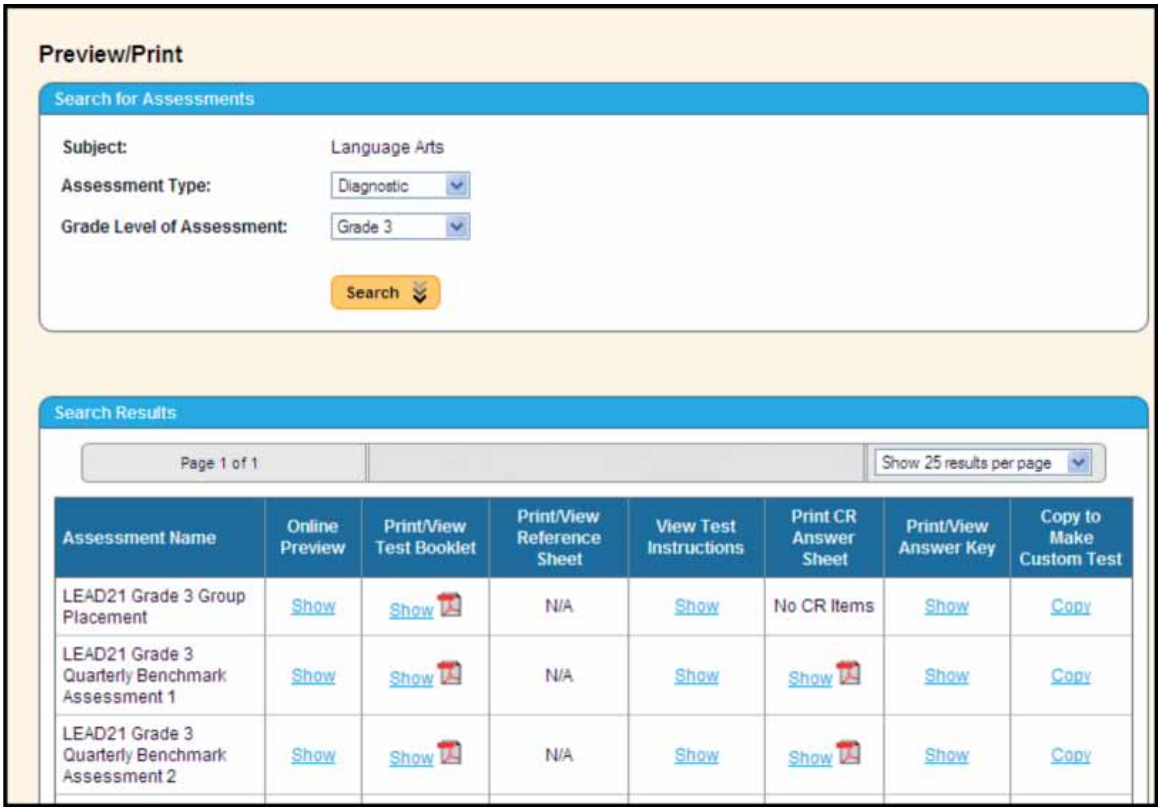
3. Enter Search criteria.
    a. Select a Subject.
    b. Select an Assessment Type.
    c. Select a Grade Level.
4. Click **Search** to view assessments that meet the Search criteria.
5. Click **Show** for the corresponding Assessment name in the Print/View Test Booklet column to display the test booklet in a printable format (PDF). The file can either be printed or saved to your computer.



Administer the Assessment

Administer the assessment following the procedures of your school/district. Try to prevent answer sheets from being folded or torn. Keep answer sheets for the same assessment bundled together.

Section 4: After Test Administration

The following steps must be completed after administering the test:

1. Enter constructed response scores, if applicable.
2. Scan the answer documents and resolve scanning exceptions.
3. Upload results file (scanned file) to your assessment system.

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4. View scanned results and resolve scanning exceptions.
5. Access reports.

Enter Constructed Response Scores

If your assessment contains constructed response questions, the questions must be scored manually, and scores must be entered in one of two ways:

1. Constructed response scores can be entered directly on the student answer sheet **prior to** scanning the answer sheets.
2. Constructed response scores can be entered online directly into your assessment system. This can be done before or after you scan the answer sheets.

Definitions of the scoring rubrics and exemplars can be found in your assessment system by clicking on **Tests/Preview Print** from the main menu.

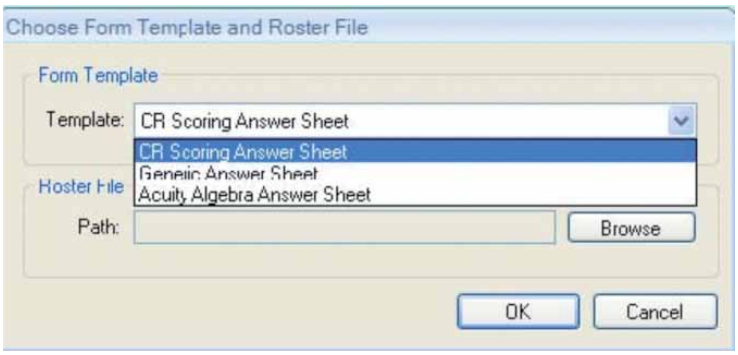
Scan Answer Documents & Resolve Scanning Exceptions

vCapture Express is used to scan completed answer sheets and resolve some scanning issues. This information is captured in a file that is exported to your assessment system.

Scan Completed Answer Sheets

1. Prepare a stack of completed answer sheets that are all from one assessment and are all of the same template type (Generic, CR, Assessment Tool Algebra, or Grid-in).
2. Place the answer sheets on the scanner that is attached to the computer where vCapture Express is installed.
3. Launch vCapture Express.
4. Click **Begin Scanning** from the main menu to display the Choose Form Template and Roster File dialog.

5. In the Form Template section, choose the test template that matches all of the answer sheets to be scanned. All answer sheets MUST be of the same template type.



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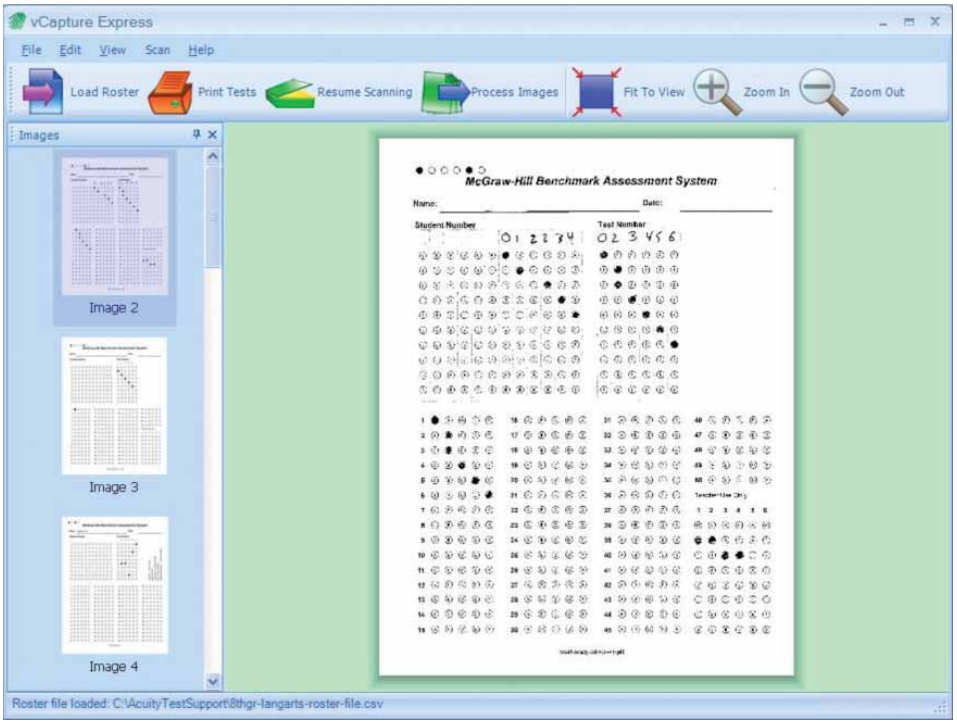
6. In the Roster File section, if the roster file that matches the tests to be scanned is not currently loaded, click **Browse** and choose the desired roster file. (Not required)
7. Click **OK** to begin scanning using the computer's default scanner. In the toolbar the **Begin Scanning** button will become the **Stop Scanning** button. It may take a few moments for the scanner to warm up.

8. Once the scanner begins scanning, the images appear in vCapture Express one at a time.



9. When the scanner has finished scanning, the **Stop Scanning** button becomes the **Resume Scanning** button and the **Process Images** button is enabled. If you have additional answer sheets to scan, place the answer sheets in the scanner and click **Resume Scanning**.

   Note: if you resume scanning, please make sure the answer sheets scanned are of the same template/type.

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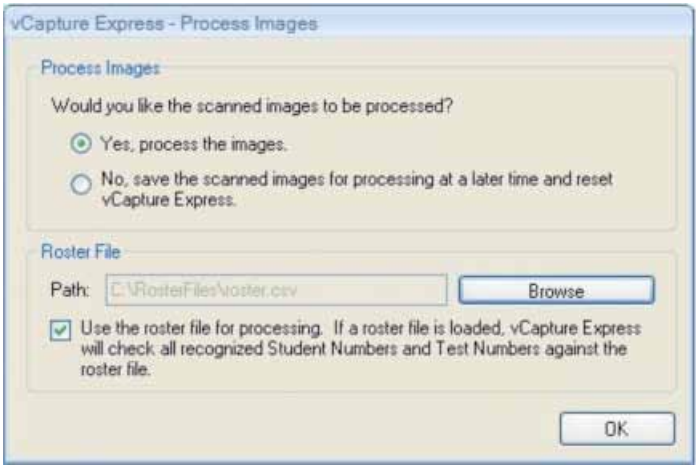
10. Once scanning is complete, click **Process Image** to display the Process Images dialog.
11. Select **Yes, process the images**, confirm the roster (if applicable), and click **OK** to begin processing.

    Note: you also have an option to save the scanned images to process at a later time. The Processing Progress dialog that displays your progress appears.


vCapture Express - Process Images
Process Images
Would you like the scanned images to be processed?
Yes, process the images.
No, save the scanned images for processing at a later time and reset vCapture Express.
Roster File
Path:
Browse
Use the roster file for processing. If a roster file is loaded, vCapture Express will check all recognized Student Numbers and Test Numbers against the roster file.
OK

12. If any data validation errors occur, the Invalid Data message appears. Click **OK** to continue.

vCapture Express
Some of the data on the scanned forms are not valid.
vCapture Express will show each image with invalid data and prompt for the missing data.
Click "OK" to continue.
OK

13. Each image (answer sheet) with a validation error is displayed with one of the following data validation dialogs.
    a. If a scanned answer sheet does not match the test template type chosen above, the Invalid Identification dialog appears. Perform one of the following options:
        i. Choose **Discard Image** and click **OK** to remove this image (answer sheet) from being processed, and no results will be exported.
        ii. Choose **Save as Exception Image** and click **OK** to remove this image (answer sheet) from being processed, but save the image to be processed at a later time. No results will be exported.

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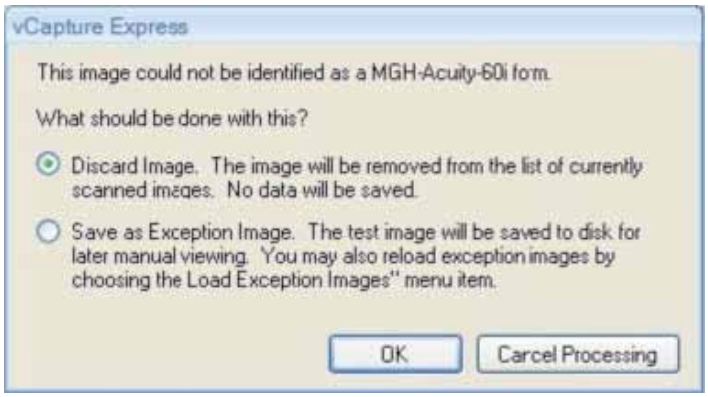
vCapture Express
This image could not be identified as a MGH-Acuity-60i form.
What should be done with this?
Discard Image. The image will be removed from the list of currently scanned images. No data will be saved.
Save as Exception Image. The test image will be saved to disk for later manual viewing. You may also reload exception images by choosing the Load Exception Images" menu item.
OK
Carcel Processing

b. If a scanned answer sheet contains no completed answers (that can be detected), the No Answer dialog appears. Perform one of the following options:

   i. Choose **Discard Image** and click **OK** to remove this image (answer sheet) from being processed, and no results will be exported.

   ii. Choose **Save as Exception Image** and click **OK** to remove this image (answer sheet) from being processed, but save the image to be processed at a later time. No results will be exported.

vCapture Express
vCapture Express did not detect any answers present on this image. No data has been retrieved from this image.
What should be done with this form?
Discard Image. The image will be removed from the list of currently scanned images. No data will be saved.
Save as Exception Image. The test image will be saved to disk for later manual viewing. You may also reload exception images by choosing the Load Exception Images" menu item.
OK
Cancel Processing

c. If a scanned answer sheet contains a student number that does not appear in the roster file, the Correct Data Student Number dialog appears. Perform one of the following options:

   i. Enter the correct student number and click **OK**.

   ii. Click **Ignore Issue** if the captured student number is correct and click **OK**.

   iii. Click **Save Exception Image and Discard** to remove this image (answer sheet) from being processed, but save the image to be processed at a later time. No results will be exported.

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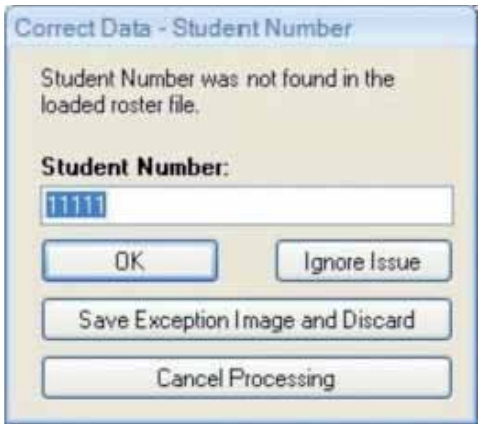
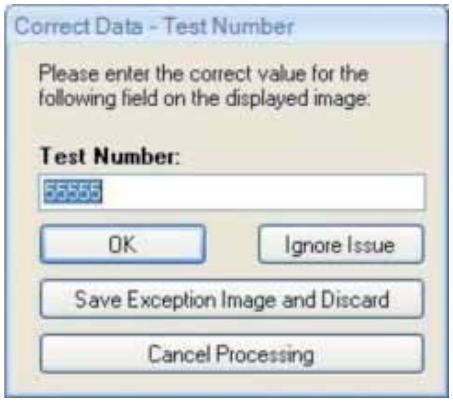


d. If a scanned answer sheet contains a test number that does not appear in the roster file, the Correct Test Number dialog appears. Perform one of the following options:

   i. Enter the correct test number and click **OK**.

   ii. Click **Ignore Issue** if the captured test number is correct and click **OK**.

   iii. Click **Save Exception Image and Discard** to remove this image (answer sheet) from being processed, but save the image to be processed at a later time. No results will be exported.



14. After all the data has been validated or if there are no validation errors, the Data Capture Complete message appears. Click **OK** to display the Save Export File dialog.

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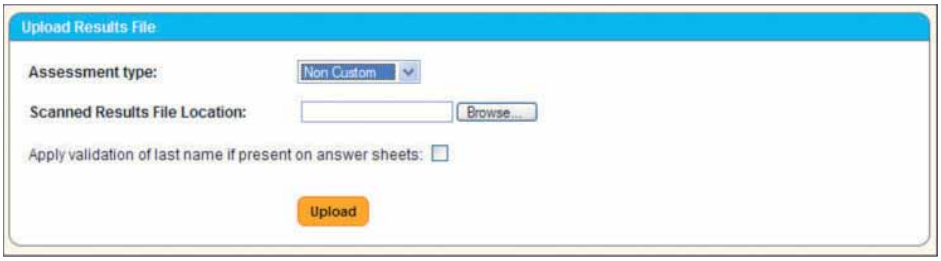
15. Choose a location and file name (or accept the defaults) and click **Save**.
16. Click **Yes** to reset vCapture Express and complete the data export process.

Upload Results File

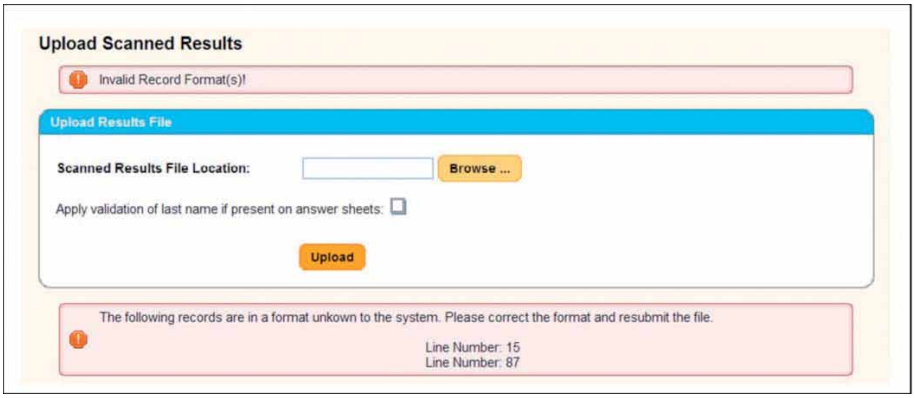
An authenticated user can review the status of the upload. Once the batch is complete, some scanning exception errors can be corrected online within your assessment system.

Upload Results File

1. Within your assessment system, click **Tests** on the main menu.
2. Click **Scoring and Scan Processing**.
3. Click **Upload Scanned Answer Sheets**.



4. Select **Assessment Type** of either "custom" for custom test or "non custom" for all other assessments.
5. Click **Browse** to open a window to locate the file of scanned results (see step 15 above).
6. We recommend that you leave the "Apply validation of last name if present on answer sheets" checkbox **unchecked**. This validation normally occurs during the vCapture scanning process.
7. Click **Upload** to send the file to your assessment system. The system assigns a unique batch ID for every uploaded transaction. This ID is needed for viewing the uploaded transaction.
8. After the file is uploaded, a message will appear stating, "Successfully uploaded." If the file cannot be uploaded, the user will receive an error message stating that the file contains records in an unsupported format. The format will need to be corrected prior to the scanned results being uploaded into your assessment system for scoring.


Upload Scanned Results
Invalid Record Format(s)!
Upload Results File
Scanned Results File Location:
Browse ...
Apply validation of last name if present on answer sheets:
Upload
The following records are in a format unkown to the system. Please correct the format and resubmit the file.
Line Number: 15
Line Number: 87

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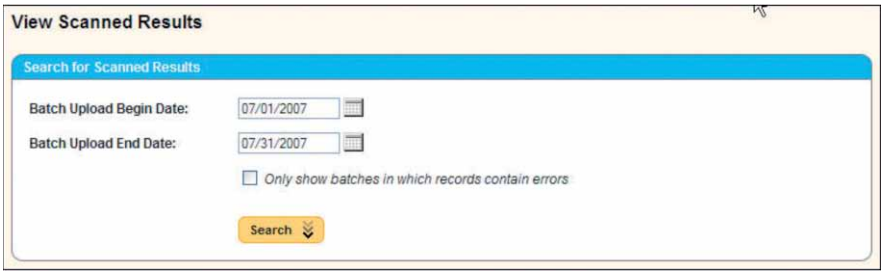
View Scanned Results and Resolve Scanning Exceptions

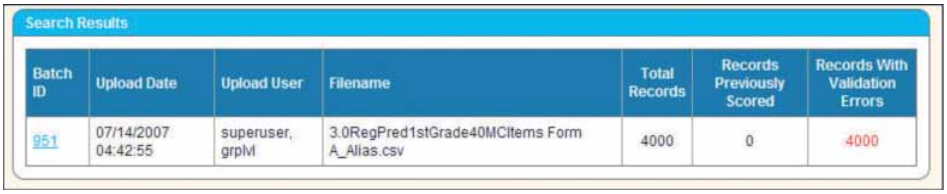
The exported file is uploaded from within your assessment system.

View Scanned Results

1. Within your assessment system, click **Tests** on the main menu.
2. Click **Scoring and Scan Processing**.
3. Click **Scan Results Upload Status**.
4. Enter Search criteria.
    a. Enter a **Batch Upload Begin Date** — this date indicates that the user does not wish to view any uploaded batches prior to this date.
    b. Enter a **Batch Upload End Date** — this date indicates that the user does not wish to view any uploaded batches after this date.
    c. Click the "Only show batches in which records contain errors" checkbox if you *only* want to see batches that contain records with validation errors.



5. Click **Search** to view batches that meet search criteria results.



6. The following fields are displayed for each batch record:
    a. **Batch ID** is a system-generated number associated with the upload.
    b. **Upload Date** is the date/time the file was uploaded.
    c. **Upload User** is the person who performed the upload.
    d. **Filename** is the file name associated with the upload.
    e. **Total Records** is the total number of records contained in the file.
    f. **Records Previously Scored** is the number of records that were uploaded but had been previously scored (duplicate record).
    g. **Records with Validation Errors** is the total number of records that were not processed because of an error condition.

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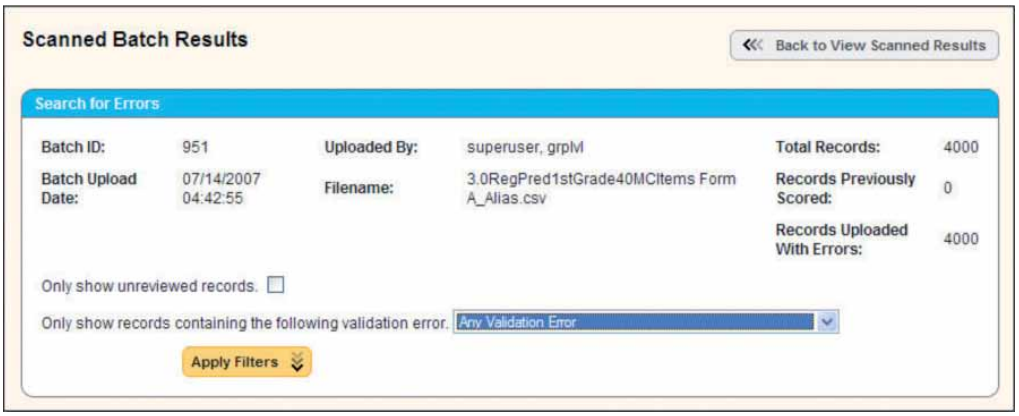
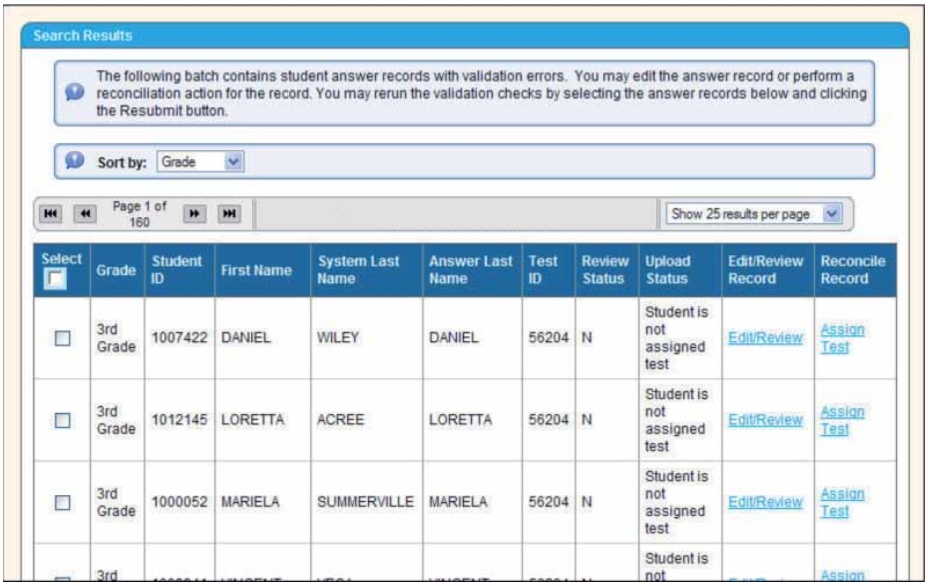
7. Click the corresponding **Batch ID** link to view the results of a scanned batch upload.
    a. Click **Only show unreviewed records**, if desired.
    b. Select which type of validation errors to display.


Scanned Batch Results
Back to View Scanned Results
Search for Errors
Batch ID: 951
Uploaded By: superuser, grplvl
Total Records: 4000
Batch Upload Date: 07/14/2007 04:42:55
Filename: 3.0RegPred1stGrade40MCItems Form A_Alias.csv
Records Previously Scored: 0
Records Uploaded With Errors: 4000
Only show unreviewed records.
Only show records containing the following validation error. Any Validation Error
Apply Filters

8. Click **Apply Filters** to view student answer records that contain validation errors. This screen gives the user the ability to edit the record and/or perform a reconciliation act, such as adding the student or assigning the test. Below is a list of validation errors:
    a. Student Last Name Mismatch
    b. Student's Class Not Associated with Assessment Subject.
    c. Invalid Student ID.
    d. Invalid Test ID.
    e. Missing Test ID.
    f. Student is not assigned test.
    g. Test Window Expired.
    h. Online Only Test ID.


Search Results
The following batch contains student answer records with validation errors. You may edit the answer record or perform a reconciliation action for the record. You may rerun the validation checks by selecting the answer records below and clicking the Resubmit button.
Sort by: Grade
Page 1 of 160
Show 25 results per page
Select
Grade
Student ID
First Name
System Last Name
Answer Last Name
Test ID
Review Status
Upload Status
Edit/Review Record
Reconcile Record
3rd Grade 1007422 DANIEL WILEY DANIEL 56204 N Student is not assigned test Edit/Review Assign Test
3rd Grade 1012145 LORETTA ACREE LORETTA 56204 N Student is not assigned test Edit/Review Assign Test
3rd Grade 1000052 MARIELA SUMMERVILLE MARIELA 56204 N Student is not assigned test Edit/Review Assign Test

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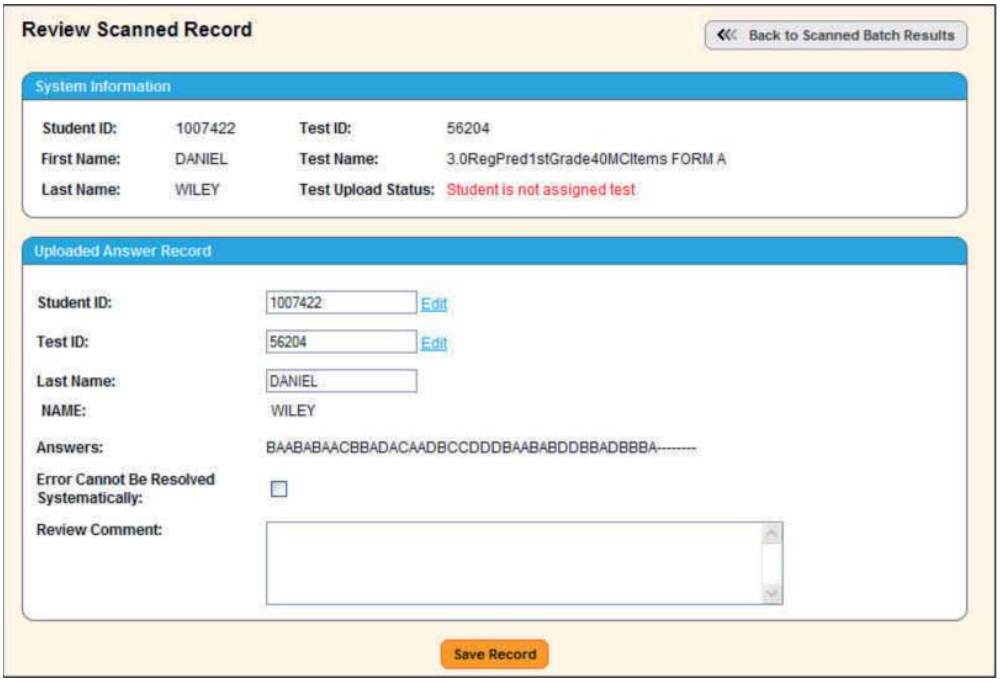
9. For each record the following options may be available depending on the type of error.
    a. Click **Reconcile Record** link to automatically fix the error. For example, you can automatically assign the test to the student. For multiple records with the same error, click the corresponding checkboxes and click **Assign Test** (for this example).
    b. Click **Edit/Review** link to reconcile errors such as Invalid Test ID, Invalid Student ID or a student's last name mismatch.
        i. If applicable, edit the Student ID, Test ID, or last name.
        ii. If applicable, enter a comment as to why the error cannot be reconciled. This will set the review flag associated with the answer record to "Y" so that the user can ignore records that have already been reviewed.
        iii. Click **Save Record**.



10. Click the **Resubmit** check box for each corrected record.
11. Click **Resubmit**.

Access Reports

Once the result file upload is complete, you will be ready to view and/or print reports or extract data.

Note: You can generate reports without correcting validation errors. However, any records with validation errors would be excluded from the report until the validation error is resolved.

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